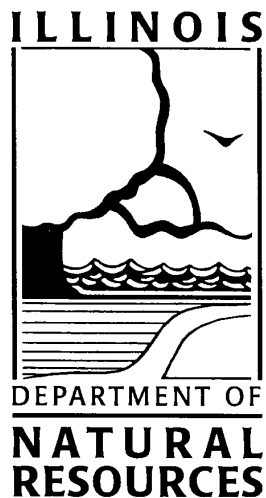


# Illinois Outdoor Recreation Grant Programs OSLAD/LWCF

## 2014 Local Participation Manual



OSLAD – Open Space Land Acquisition  
and Development

LWCF – Land and Water Conservation  
Fund

## PREFACE

The Illinois Department of Natural Resources (DNR) administers two grant-in-aid programs to assist eligible, local units of government acquire and/or develop public outdoor recreation areas. They are the State's ***Open Space Lands Acquisition and Development*** (OSLAD) grant program and the federal ***Land & Water Conservation Fund*** (LWCF) program. Both programs are very similar in nature and are administered basically as one program by the DNR. Applications submitted for funding consideration are automatically considered under both programs. Separate applications or a designation of the specific grant program is not necessary.

This manual provides detailed information on OSLAD/LWCF program regulations, project eligibility requirements, grant funding priorities and application procedures and forms. Inquiries regarding these two programs should be directed to the DNR, Division of Grant Administration, One Natural Resources Way, Springfield, Illinois 62702-1271; Telephone: 217/782-7481, FAX: 217/782-9599 or e-mail: [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov) Web address is [www.dnr.illinois.gov](http://www.dnr.illinois.gov) click on on-line services.

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, Ill. 62702-1271; 217/785-0067; TTY 217/782-9175. The funding source for the LWCF program is the U.S. Department of the Interior, National Park Service. The address for the civil rights office is: Equal Opportunity Program Director, U.S. Department of the Interior, National Park Service, PO Box 37127, Washington, DC 20013-7127.

**REVISED 04/2014**

Printed by Authority of the State of Illinois

10 copies printed

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## ***SUMMARY OF SUBSTANTIVE CHANGES TO THE 2014 OSLAD MANUAL AND PROGRAM***

1. Applicants will be penalized a point if the application is not submitted through the Agency's on-line application system.
2. Applicants designated as a "distressed community" are eligible for up to 90% grant assistance for the project. The Department will determine which communities are considered economically distressed based on calculations using the most current published Illinois Census data and Illinois Department of Revenue information. The criteria below is used in determining if a community is distressed:

a) Economically Distressed

(Localities within Standard Metropolitan Statistical Areas – SMSA)

Non-University Community

EAV/capita < 60% of state average

% of population below poverty > 15%

Received less than fair share of OSLAD assistance

(Localities outside SMSA)

Non-University community

EAV/capita < 50% state average

% population below poverty > 20%

Received less than fair share of OSLAD assistance

b) Physically Distressed

Communities that have encountered catastrophic events such as floods or tornados will be eligible. Communities must be in counties that have been declared "disaster areas" by the Governor or President of the United States. The distressed status will be allowed one time within a 3 year period.

3. **For development or combination projects an advance payment of 50% of the grant award will be issued sometime after the grant awards are announced. Please note this change will require that the project be completed within two years of contract execution. No time extensions allowed. This rule is per the Illinois Grant Funds Recovery Act (30 ILCS 705/5). Any unused funds (including interest) must be returned to the IDNR within 45 days of either the end of the project or after the two year expiration date.**
4. Acquisition projects will **not** receive an advance payment of 50% of the grant award due to the fact that the funding source is from the federal Land & Water Conservation Fund program. This federal program does not allow for any payments except a final reimbursement.
5. For grant awards of \$250,000 or more, the applicant will be required to submit the written certification and business enterprise program plan prior to execution of the grant agreement.

## HOW TO USE THIS MANUAL

This manual is designed to provide concise information on the OSLAD/LWCF programs and give instructions for making application to the DNR for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely. They are the guides for completing an accurate application.

**Before completing an application, it is highly recommended that the DNR grant staff be contacted at 217/782-7481 to discuss the proposed project informally.** This may save time and trouble for the local applicant and is a factor considered in the project evaluation process.

NOTE: THE APPLICATION PERIOD FOR THE OSLAD/LWCF PROGRAMS IS MAY 1 TO JULY 1 OF EACH YEAR. **APPLICATIONS MUST BE SUBMITTED ON LINE NO LATER THAN 5:00 PM ON JULY 1 (or next official business day if falling on a weekend) TO BE ELIGIBLE FOR CONSIDERATION.** Applying on-line is required. If an applicant cannot utilize the on-line application please call the Division of Grant Administration at 217/782-7481. Applications received before or after the application period dates are not eligible.

**NOTE:** Acquisition projects located in unincorporated areas must receive review and comment from the Illinois Department of Agriculture regarding "prime farmland" impacts. This coordinated review process is further explained in Section V of this manual (see instructions for Attachment A-5, project Environmental Assessment Statement (EAS) concerning project consistency with local/regional plans and "prime farmland" impacts). Transmittal of material to the Department of Agriculture may be simultaneous with full application submittal to the DNR.

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## OSLAD/LWCF PROGRAM HIGHLIGHTS

The following are major program features:

1. The OSLAD/LWCF programs can provide up to 50% funding assistance to eligible units of local government for the acquisition and/or development of land for public outdoor recreation. Distressed communities are eligible for up to 90% funding assistance. The OSLAD/LWCF program is a matching program but provides an advance payment that is 50% of the grant award shortly after grant announcement (OSLAD only). The local agency must still possess the ability to finance the remaining costs of an approved project prior to receipt of grant reimbursement funds. Approved projects must be completed by the grant agreement expiration date. Upon satisfactory project completion, the local agency submits a final project billing request to the DNR showing proof of project completion and project cost/payment. Once a billing request is approved, reimbursement should be issued to the local agency within 30 - 45 days. (Detailed instructions for project billings are sent to the local agency at the time of project grant approval.)
2. OSLAD/LWCF grants are awarded through a competitive application process. **Project applications must be received by the DNR no sooner than May 1 and no later than July 1 of each year.** Applications received after 5:00pm on July 1 are returned as ineligible. Notification of grant awards is typically announced within the first half of the following year.
3. All project costs incurred prior to DNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for OSLAD/LWCF assistance. Only PROPOSED acquisition and development projects are eligible for grant assistance.
4. Only local governments having specific statutory authority to acquire and develop land for public park and recreation purposes are eligible for OSLAD/LWCF assistance.
5. Project proposals must be for a single site; **multi-site projects are not eligible.** Local agencies, except those with a population exceeding 2.0 million residents, are limited to one acquisition and one development project proposal per grant cycle for funding consideration.
6. Except for jurisdictions with a population exceeding 2.0 million residents, maximum grant funding for an approved acquisition project is limited to \$750,000 approved development projects are limited to \$400,000, and approved combination projects are limited to \$400,000.
7. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1.15 million in annual OSLAD/LWCF funding for approved acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents shall be eligible for up to \$2.3 million in annual OSLAD/LWCF funding for approved projects. However, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

8. Appraisal costs, up to a maximum of \$4,000 per appraisal, necessary to fulfill OSLAD/LWCF program requirements to establish a property's "market value" for an approved acquisition grant project are considered eligible project costs.
9. The Department realizes that the estimated cost of a proposed project as indicated in the grant application will not always reflect the actual project cost. However, grant awards are based upon the estimated project cost shown in the grant application. **Grant assistance is limited to 50% (or 90% for distressed communities) of actual eligible project costs or the approved grant amount, whichever is less.** Consequently, it is very important to estimate project costs carefully. Once a grant amount has been approved for a project, additional funds will not be available to cover project cost overruns.
10. The use (value) of donated labor or equipment in a project is NOT eligible for grant reimbursement. Nonetheless, donated labor and equipment may be used to help reduce overall project costs. However, grant reimbursement can be obtained for the cost of force account labor (local agency's employees) used to complete or assist in the completion of an approved development project
11. A local agency may receive up to 50% (or 90% for distressed communities) assistance on the approved Market Value of land anticipated for donation and utilize the value of that donation as all or part of the required local match on an approved OSLAD/LWCF project, PROVIDED such land 1) will be maintained in perpetuity for public outdoor recreation purposes, 2) is not a mandatory donation or stipulated as part of a pre-existing legal agreement, 3) is not obtained from another public agency or was not in public ownership within the past 5 years, and 4) has not had title transferred to the project sponsor prior to grant approval.

**Land donations can be combined with either an acquisition or development project and do not have to be located at the project site.** It is highly recommended that DNR grant staff be contacted to discuss the best way to use a land donation in a proposed project and to ensure grant eligibility is maintained.

12. Since separate, dedicated grant programs exist specifically for long distance bike path and snowmobile trail development projects, proposed bike path and snowmobile trail construction projects eligible for consideration under the Department's Bike Path and Snowmobile grant programs ARE NOT eligible for OSLAD/LWCF consideration.
13. See pages 5 - 10 regarding types of projects that are eligible and ineligible for OSLAD/LWCF assistance. For proposed development projects, the local sponsor must possess adequate "control & tenure" over the project site by the time of application submittal (see Item D, page 14). The application will be returned if proof of ownership is not included. If you have any questions or doubts regarding project eligibility, it is strongly advised that DNR grant staff be contacted to discuss the project proposal.

14. Local agencies contemplating an application for OSLAD/LWCF funding assistance are **strongly** encouraged to contact DNR grants staff (217/782-7481) to discuss the proposed project for program eligibility and suitability. Discussions should occur before the application is completed. Discussion of the project proposal with DNR grants staff prior to application submittal is a factor considered when evaluating projects for funding priority.
15. If a local agency's application involves the acquisition or development of a brownfield site, it is highly recommended that the DNR grant staff be contacted at 217/782-7481 to discuss.
16. Local agencies are encouraged to use native vegetation and Resource Conservation design elements in their planning efforts.



**SECTION I**

**GENERAL INFORMATION**

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## WHAT ARE THE OSLAD & LWCF PROGRAMS?

The Illinois "*Open Space Lands Acquisition and Development*" (OSLAD) program and federal "*Land and Water Conservation Fund*" (LWCF) program are grant programs that provide up to 50% (90% for distressed communities) funding assistance to eligible units of local government for approved land acquisition and/or development projects for public outdoor recreation purposes. Actual grant payment is provided on a reimbursement basis after the approved project is satisfactorily completed and actual, eligible costs determined.

### OSLAD

The OSLAD program is a state-financed program enacted by Public Act 84-109, the Open Space Lands Acquisition and Development Act ( 525 ILCS 35/1 et. seq.). The program was initially financed with "Build Illinois" bond money subject to an annual appropriation by the Illinois General Assembly. In 1989, Senate Bill 1463 was enacted (PA 86-925), which earmarked a portion of the State's Real Estate Transfer Tax as a dedicated funding source for the OSLAD program. The program became fully funded in FY'95 and provides millions annually for local park and open space initiatives.

### LWCF

The LWCF program was enacted by Congress in the form of Public Law 88-578, the Land and Water Conservation Fund Act of 1965 (78 Stat. 897). The purpose of the Act was to establish a specific federal funding source to assist federal and state agencies in meeting present and future outdoor recreation needs of the country. To this end, the Act provides funds for federal acquisition and development of public outdoor recreation lands and authorizes a 50% reimbursement grant-in-aid program for state outdoor recreation planning, acquisition and development initiatives.

Funds for the program are derived from a portion of the revenues generated through off-shore mineral deposit receipts, user fees at designated federal recreation areas, federal tax on motor boat fuels, and net proceeds from the sale of surplus federal real property.

Each federal fiscal year, LWCF funds appropriated by Congress for the state-side portion of the program is apportioned on a fixed formula basis to the states. Each state, at their own discretion, may further allocate these funds to its political subdivisions to assist with local outdoor recreation acquisition and development projects consistent with approved state outdoor recreation plans. In Illinois, the State's policy is to allocate at least one-half of its annual LWCF apportionment to local government "land acquisition" projects by means of a competitive grant program.

Due to the parallel nature of the OSLAD and LWCF programs, these two programs are administered similarly by the State. Only one project application is required to be automatically considered for funding under both programs.

Except for jurisdictions having populations exceeding 2.0 million residents, maximum OSLAD/LWCF grant awards to any one project in a given year is currently limited to \$750,000 for approved land acquisition projects and \$400,000 for approved development (construction) projects. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1.15 million in annual OSLAD/LWCF funding for approved outdoor recreation acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents are eligible for up to \$2.3 million in annual OSLAD/LWCF funding for approved projects. HOWEVER, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

## **Who Administers the OSLAD / LWCF Programs**

The State agency responsible for administering the OSLAD & LWCF programs is the Illinois Department of Natural Resources (DNR). Allocations of grant funds to local projects from these two programs are made in general accordance with priorities identified through DNR's statewide outdoor recreation planning process.

Project applications from local agencies requesting OSLAD/LWCF assistance must be submitted to the DNR for evaluation and consideration of project merit. Applications are objectively evaluated, on a competitive basis, in relation to priorities and evaluation criteria outlined on page 17 of this manual. Project approvals are made on a priority basis.

NOTE: Copies of the most recent statewide outdoor recreation plan are available by contacting the Illinois Department of Natural Resources, Division of Planning, One Natural Resources Way, Springfield, IL 62702; telephone 217/782-3715.

## **Which Local Government Agencies are Eligible for OSLAD/LWCF Assistance**

Any of the following local government agencies are eligible for OSLAD/LWCF assistance:

- Municipalities, Townships and Counties
- Park Districts
- Conservation Districts
- Forest Preserve Districts

Other local government agencies not listed above but having statutory authority to acquire and develop lands for public park and outdoor recreation purposes may also be eligible for OSLAD/LWCF consideration. Contact the DNR grant staff to verify an agency's eligibility status if unsure.

\*Please note: Universities and other schools are NOT eligible for assistance.

## What Kinds of Projects are Eligible for OSLAD/LWCF Assistance

OSLAD/LWCF grants are available for projects involving the acquisition and/or development of public outdoor recreation areas. *(In Illinois, it is current DNR policy to allocate either LWCF or OSLAD funds to acquisition projects and only OSLAD funding to development projects.)*

Applications must be for a single project site and the local applicant must be capable of accomplishing the project in the specified OSLAD/LWCF program time frame. See Section III of the manual for project implementation procedures and timelines.

Eligible projects include, but are not limited to, the following:

### A. **Acquisition Projects** (OSLAD or LWCF funding)

1. Areas providing frontage on public surface waters or land for creating public water impoundments to promote water-based recreation opportunities.
2. Areas of outstanding natural quality where the objective is to preserve the scenic or natural values, including areas of physical or biological importance such as pristine natural areas, sites protecting threatened or endangered species, flood plains, wetlands, geological features, wildlife habitats, or scenic waters, etc..
3. Areas for general purpose, public outdoor recreation use such as neighborhood and community park areas, play fields and competitive, non-professional sports facilities, as well as public parklands for passive recreation uses.
4. Additions to existing parks, wildlife areas, nature preserves, beaches, and greenways/parkways for public outdoor recreation purposes.
5. Linear greenway corridors and abandoned rights-of-way for outdoor recreation purposes.

With the exception of land acquired from school districts, acquisition of land from another public agency is not eligible for OSLAD/LWCF assistance. Funding assistance for the acquisition of surplus school property is limited to 50% (90% for distressed communities) of the land's Certified Market Value or actual purchase price, whichever is less.

Acquisition must be in fee simple title or whatever lesser conveyance rights will ensure the desired outdoor recreation use of the project site. Land acquired with OSLAD/LWCF assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR and National Park Service, if funded with LWCF assistance.

Eligible project costs include land acquisition and associated relocation expenses, required appraisal fees up to a maximum of \$4,000/each and site archaeological surveying costs, if required. **Project incidental costs such as application preparation, attorney fees, consultant fees, and title costs are NOT grant eligible.**

**Land acquired with OSLAD/LWCF assistance must have the recreation development proposed in the application initiated within three (3) years following completion of the site acquisition. Furthermore, land acquired with OSLAD/LWCF assistance must have recreation development completed within (5) five years. Agencies failing to meet this requirement will be prohibited from applying to any of the grant programs administered by the Division of Grant Administration until the violation is resolved.**

**In no case shall land acquired with OSLAD/LWCF assistance be closed to public use until development is completed.** Between the time of acquisition and development, the site must be open for those recreational purposes that the land is capable of supporting or that can be achieved with minimal investment.

Please be advised that your agency's failure to proceed with the proposed acquisition may result in a two year debarment from all Division of grant Administration grant programs (see DOC-3, first paragraph).

**B. Development Projects (OSLAD funding only)**

1. Playgrounds, walking/hiking/jogging trails (excluding bike and snowmobile trails), soccer fields, baseball fields, softball fields, lacrosse fields, football fields, volleyball courts, basketball courts, tennis courts, roller hockey courts, bocce ball courts, horseshoe courts, pickleball courts, baggo, amphitheatres, bandshells, open air shelters (minimum 16'), disc golf courses, fitness stations, archery ranges, and related facilities.
2. Nature observation and sightseeing facilities, such as overlooks, turnouts, and trails.
3. Camping facilities, including tent and trailer sites, tables, fireplaces, and utility outlets for campers. Group camps open to organized and non-organized groups on a "first come, first served" basis that are considered open to the general public are also eligible for assistance. Group camps designated for specific groups or for which specific groups are given priority in use are not considered to be open to the general public and are not eligible for assistance.
4. Basic outdoor water sports facilities for swimming and boating including beaches, swimming areas, outdoor swimming pools, children's wading pools, spray pools, bath houses, and small boat launching ramps and docks. Applications for pool amenities (slides, toys, etc.) only are not eligible.
5. Fishing and hunting facilities, such as fishing piers and outdoor shooting ranges.
6. Winter sports facilities, such as x-country ski trails, outdoor ice skating and ice hockey areas, and open-air warming shelters.
7. Support facilities for public park areas including interior roadways and parking areas, fencing, utility and sanitation systems, restroom buildings, lighting, dams, erosion control and maintenance structures. Site beautification/landscaping is also eligible but may not exceed 20% of total project construction costs. However, projects may not consist solely of site preparation and/or infrastructure/support facilities.

8. As a general rule, roads constructed within the boundaries of parks are eligible for OSLAD assistance provided the primary purpose is to serve park use. Roads outside the park boundaries may be eligible only when they meet the following test:
  - a) They serve only as access roads to the park area and are not part of a State, county or local road system extending beyond or through the park. Any service to private parties must clearly be incidental to the primary use of the access road for park visitor use.
  - b) The access (road) corridor must be owned or adequately controlled by the agency sponsoring or owning the park area.
9. Renovation or the redevelopment of an existing outdoor recreation facility. When a facility or area has deteriorated to the point where its usefulness is impaired (although not because of inadequate maintenance) or has become outmoded, renovation to bring the facilities up to standards of quality and attractiveness suitable for public use or redevelopment to a more useful form may be undertaken.
10. Outdoor exhibit, native plantings and interpretive facilities (both indoor and outdoor) that enhance or provide observation and interpretive opportunities of pristine, natural resources located on the project site. Conservatories are not considered interpretive centers as defined herein unless they are designed and programmed to primarily interpret the natural resources of the specific site where located.
11. Construction of a Safety Town. Maximum grant assistance is \$50,000.00.
12. Development of dog park areas. Maximum grant assistance is \$25,000.00.

Development projects may consist of a single improvement or group of related improvements at a single site designed to provide basic facilities for outdoor recreation, including access, safety, health and protection of an area, as well as the facilities required for public use and enjoyment of the area.

In addition to construction and renovation, development project proposals may include site planning, minor demolition, site preparation, design services, and similar activities essential for the proper implementation of the project. Development projects should also make wise use of "energy conservation" measures and design methods (solar energy systems, photovoltaic and sodium vapor lighting, etc.) in their construction.

In general, development that does not have a well-defined objective is not acceptable. Also, development that does not contribute directly to outdoor recreation is not acceptable, such as support facilities not directly related to outdoor recreation activities or facilities that contribute primarily to indoor recreation.

Development projects proposed on land dedicated as an Illinois Nature Preserve require review and approval of all project plans by the Illinois Nature Preserve Commission, One Natural Resources Way, Springfield, IL 62702; telephone 217/785-8686.

#### **C. Combination Projects and Project Land Donations**

A local agency may receive up to 50% (90% for distressed communities) grant assistance on the approved Market Value of land anticipated for donation to the agency, and use the value of that donation as all or part of the required local match on an approved OSLAD/LWCF project provided the land donation meets the eligibility requirements specified herein. Land donations can be combined with either an acquisition or development project.

Combination projects involving both the acquisition and development of land for public outdoor recreation under a single project scope WILL BE ACCEPTED ONLY WHEN AN ELIGIBLE LAND DONATION constitutes the project acquisition. (The proposed land donation does not have to be the site being developed nor does it have to be located at the proposed development site.)

In order for the value of a proposed land donation to be eligible as part or all of the local project match, it must meet the following criteria: 1) the donation cannot be mandatory as required by local ordinance or part of a pre-existing legal agreement, 2) the land being donated will be used and maintained for public outdoor recreation purposes for the assigned number of years per the grant contract, 3) the donation cannot be from another public agency or involve land that was in public ownership within five (5) years prior to the OSLAD/LWCF application submittal and 4) title to the property being donated cannot be transferred to the project sponsor (applicant) prior to DNR grant approval.

If a planned project involves a proposed land donation, please contact the DNR grant staff prior to application submittal to discuss the proposal.

## **What Kinds of Projects are Ineligible for OSLAD/LWCF Assistance**

In general, OSLAD/LWCF assistance is not available for 1) acquisition and development of land that will function for academic, historic, economic, entertainment or other non-outdoor recreational purposes OR 2) acquisition of land from another public agency (excluding school districts) for park purposes OR 3) applicants with undeveloped project sites (previously acquired with IDNR grant assistance) that are five years or older.

### **A. Acquisition**

The following examples (non-inclusive) are land acquisition projects not eligible for OSLAD/LWCF grant assistance:

1. Acquisition of land from another public agency (excluding school districts) for public park and outdoor recreation/open space purposes.
2. Acquisition of land where negotiations and/or legal action, including eminent domain, have been initiated by the project sponsor to acquire the property without DNR approval or in violation of the federal *Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970* (49 CFR 24) or the State *Displaced Persons Relocation Act* (310 ILCS 40 et.seq.), as applicable.
3. Acquisition of historic sites and structures (exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes.)
4. Acquisition of museums and conservatories or sites to be used primarily for museums, conservatories or archeological excavations.
5. Acquisition of land to help meet a public school's minimum site size requirement as established by State or local regulations.



6. Acquisition of areas and facilities designed to be used primarily for semi-professional and/or professional arts and athletics.
7. Acquisition of areas and facilities to be used solely for game refuges; fish, animal or plant production purposes and displays; or zoos.
8. Acquisition of areas to be used mainly for the construction of indoor facilities. (Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities to justify the cost of the acquisition.)
9. Acquisition of sites containing luxury lodges, motels, cabins, and similar elaborate facilities which are to be operated by the local agency or a concessionaire to serve the public with food and sleeping quarters.
10. Acquisition of agricultural land where the primary purpose is to preserve the agricultural activity (e.g., demonstration farms).
11. Acquisition of land where the primary purpose is for storm water retention, wastewater treatment, etc.
12. Acquisition of land where the purpose is for a future golf course. (Please note: acquisition of property that contains an existing golf course is eligible.)

**B. Development**

The following types of development/construction projects (non-inclusive) are **NOT** eligible for OSLAD assistance. Nonetheless, such facilities may be constructed on OSLAD/LWCF assisted land, **IF** compatible with the primary outdoor recreation use(s) made of the area **AND APPROVED** by the DNR (and National Park Service, if LWCF-assisted).

1. Restoration or preservation of historic structures. However, development of outdoor recreation facilities and their support facilities in conjunction with historical structures or sites may be eligible for OSLAD assistance. (Such facilities must be in accordance with the National Historic Preservation Act of 1966 if the development is adjacent to or on a site listed on the National Register of Historic Places.)
2. Development of areas and facilities to be used primarily for semi-professional or professional arts and athletics, such as outdoor theaters, stadiums, rodeo arenas, or similar facilities.
3. Development of outdoor recreation specialty facilities such as theme parks, fee-based golf courses (regulation and miniature) and driving ranges, amusement facilities (such as carnival rides and children's railroad), "pioneer towns", livestock and produce exhibit facilities, convention facilities, commemorative exhibits/memorials; or the construction of facilities that are judged only marginally related to outdoor recreation.
4. Construction of, and furnishings for, employee residences.
5. Construction or renovation of park lodges and non-austere camp buildings/cabins. However, cabins and group camp dormitories of a simple, austere design may qualify for OSLAD assistance. If the group camp facilities are to be designated for specific groups or if specific groups will be given priority, the facilities are not eligible for grant assistance and may not be constructed on lands acquired with OSLAD/LWCF assistance.

6. Support facilities, such as roads and sewer systems, exclusively to serve ineligible facilities. However, if the support facilities will serve both eligible and ineligible facilities, OSLAD assistance may be provided for that portion of the support facility, on a pro rata basis, that will serve the eligible facilities.
7. Projects consisting solely of infrastructure costs or dredging or a support facility.
8. Development of conservatories and nature or geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area.
9. The development of athletic facilities designed for interscholastic use, such as stadiums, running tracks, and athletic fields with more grandstands or bleacher seating than would normally be required for non-interscholastic athletic use.
10. Indoor recreation facilities or recreation facility enclosures (e.g., enclosures for swimming pools, tennis courts, ice skating/hockey rinks, etc.)
11. The development of outdoor recreation facilities and support facilities to be used exclusively by disabled persons. (See page 39 of this manual for accessibility for the disabled.)
12. Facilities at a zoo for the purpose of housing, caging, displaying, or caring for animals. However, facilities that clearly contribute to the outdoor recreation use of the zoo area, such as interpretive facilities, landscaping, picnic facilities, and walks, may be eligible for OSLAD assistance.
13. Bike path and snowmobile trail *development projects* and related amenities that are eligible for funding consideration under the Illinois “Bike Path” and “Snowmobile” grant program administered by DNR.
14. Proposed development projects on property where the local project sponsor does not have adequate “control and tenure” of the property for the intended project use by the OSLAD/LWCF application deadline date (i.e., July 1) are not eligible for funding consideration unless an exception has been granted otherwise by the DNR **prior to** the application submittal.
15. The development of sled and toboggan hills, unless the project construction and costs are significant (more than the moving of dirt to create a hill). Contact staff for prior approval.

## **SECTION II**

### **PROJECT APPLICATION AND EVALUATION CRITERIA**

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## How and When does a Local Agency Apply for OSLAD/LWCF Assistance

The OSLAD/LWCF programs operate on an annual recurring grant cycle. Completed local agency project applications must be **RECEIVED by the DNR between May 1 and July 1** of each year to be considered in that year's OSLAD/LWCF grant cycle. Applications received before May 1 or after 5:00 pm on July 1 (or next official business day if July 1 falls on a weekend) will be returned as ineligible (no exceptions). Prior to initiating an application, it is strongly recommended that DNR grant staff be contacted at 217/782-7481 to discuss the proposed project. Considerable time and effort may be saved by doing so.

Project application guidelines and general requirements for local participation in the OSLAD/LWCF program are as follows:

- A. In general, DNR policy is to allocate OSLAD/LWCF funds to local agencies on an equal basis between acquisition and development assistance. However, the DNR may elect, on a year-to-year basis, to allocate more of its available OSLAD/LWCF apportionment to either acquisition or development projects if local requests, project merit, and recreation needs warrant such action. It is DNR's current policy to allocate available LWCF money to local acquisition projects only.
- B. If a project consists of several stages, the project sponsor should request funds only for the stage(s) that can be adequately financed and completed in the time period specified for such projects. If a sponsor wants to submit an application for Phase II development of a site that is currently under construction from a phase I OSLAD grant, the sponsor must contact DNR staff for review and possible approval.
- C. For potential acquisition projects it is imperative that the local agency know exactly the land area proposed for acquisition. As noted later in this manual, the local agency must submit, as part of the project application, a Commitment for Title Insurance, Attorney's Opinion of Title, or other device that identifies encumbrances on the property AND delineates the legal boundary description of the property to be acquired. The local applicant must clearly understand the following:
  - 1. After the July 1 application deadline date, neither the size or location of property detailed in a submitted application can be changed. (Such changes would require a completely new application that cannot be accepted after July 1.)
  - 2. If an acquisition project is approved for OSLAD/LWCF assistance, the legal description on the deed to the property acquired must correspond to that which is detailed in the application. **In addition, development of the acquired property must commence within three (3) years following completion of site acquisition and be in general accordance with the proposed site development plan submitted with the approved project application, unless otherwise approved by DNR.** Changes in use of the acquired property from plans approved by the DNR or non-development of the site can constitute a conversion from outdoor recreation use subject to conversion requirements outlined on page 35 of this Manual.

NOTE: Should the acquisition of property through the OSLAD/LWCF program necessitate relocation in the form of residential displacement in areas where adequate and suitable housing is unavailable, the DNR will not grant OSLAD/LWCF assistance. In addition, all proposed acquisitions of property located in unincorporated areas must be reviewed and commented on by the Illinois Department of Agriculture. (See project application Environmental Assessment Statement form in Section VI for instructions.)

D. For development project applications, the following conditions must be met prior to DNR consideration:

1. The local agency must possess adequate "control and tenure" over the project site (fee simple title\* or other property interest such as a lease or easement) to ensure compliance with the outdoor recreation use requirements of the OSLAD program for a period of time commensurate with the OSLAD program amortization schedule (see p. 35), unless approved otherwise by the DNR. The DNR will consider, on a case-by-case basis, lease arrangements for shorter periods when Illinois statute prohibits a unit of government from entering into a lease, etc. for such a length of time OR other circumstances beyond the control of the project sponsor prohibit such arrangements.

A copy of the property deed, lease, or other means to prove adequate "control and tenure" of the project site **MUST** be filed with DNR as part of the application. **The application will be returned if appropriate documentation is not included.** The local agency must list all outstanding rights or interest held by others in the property proposed for development and explain in the application environmental assessment how these rights affect public outdoor recreation use.

\* On all project areas where the land was acquired after January 2, 1971, the method of acquisition must have been in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" or the project sponsor must certify that it did not, at the time of property acquisition, anticipate seeking state or federal grant assistance for site development. Prior to project approval, assurance must be provided to indicate compliance. (See DOC-2A application form and instructions)

2. The local agency has developed plans for its proposed project to the point where the project scope can be described and reasonable cost estimates made. The site development plan submitted with the project application is viewed as a static document. The local agency is responsible for developing an approved OSLAD project in accordance with the approved application development plan. Major deviations from the development plan must be approved by DNR prior to that development taking place. Deviations from the approved site development plan, without DNR approval, can result in project ineligibility and the grant being rescinded.

Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the project area. Facilities should be attractive for public use and compatible with the natural setting and topographic limitations. Emphasis should be given to public health and safety, and protection of the area's natural and recreation values. Where public recreation needs are being adequately met through private investment, proposals creating a competitive situation should be avoided.

- E. Except for local jurisdictions with a population exceeding 2.0 million residents, a local agency is limited to one acquisition and/or one development project in any given year. Project applications must be for a single site; multi-site applications are not eligible except for projects involving a separate land donation site as part of the local project scope.
- F. DNR current policy is to limit annual OSLAD/LWCF grant awards to a maximum of \$750,000 per acquisition project and \$400,000 for development projects except for projects sponsored by agencies serving more than 2.0 million residents. Counties having more than 2.0 million residents may qualify for up to \$1.15 million dollars in OSLAD/LWCF funding and municipalities with over 2.0 million residents are eligible for up to \$2.3 million provided that no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

- G. The individual indicated in the grant application as the contact person for an agency should be available for telephone contact during normal working hours (8:00 A.M. - 5:00 P.M.). The designated contact person serves as liaison with the DNR and should always be aware of the proposed project's status. All correspondence from DNR regarding a local agency's grant application should be read thoroughly and responded to promptly.
- H. Easements, both above and below ground, on property to be acquired or developed with OSLAD/LWCF assistance must be made known to the DNR prior to State approval of the project to avoid potential conversion from outdoor recreation use. PLEASE NOTE, once property is acquired or developed with OSLAD/LWCF assistance, the local agency cannot use, grant easements on, or transfer title to, the property, in whole or part, for non-outdoor recreation purposes (e.g., indoor recreation centers, libraries, school buildings, community centers, etc.). Such granting of easements or non-outdoor recreation use of the property constitutes a program conversion subject to the conditions noted on p.35 of this manual.
- I. All necessary project construction permits and review sign-offs must be secured prior to OSLAD project approval and/or the construction start date. Although some guidance is provided in this manual, it is the administrative responsibility of the local agency to investigate the need for and obtain permits that affect their project. (Applies to both acquisition and development projects.) Costs incurred for any permit fees are not eligible for reimbursement.

Projects that typically require permits include, but are not limited to, the following:

- 1. Any alterations of water resources such as dredging, channel improvements, impoundments, bridges, etc. Contact the U.S. Army Corps of Engineers, and the Illinois DNR, Division of Water Resources. (For addresses, see instructions for Attachment A-5: Environmental Assessment Statement, page 60)
- 2. Constructing or rehabilitating swimming pools. Contact:  
  
Illinois Department of Public Health  
Division of Engineering  
535 West Jefferson Street  
Springfield, IL 62761      Tele: 217/782-5830
- 3. In certain instances, such as developing facilities on former landfill sites or lake dredgings, permits may be required from the state and/or U.S. Environmental Protection Agencies.
- J. Application review and sign-off is required concerning potential cultural resource, wetland and endangered species impacts (DNR responsibility in conjunction with the IL Historic Preservation Agency) and prime farmland impacts for land acquisition projects located outside municipal corporate boundaries (IL Dept. of Agriculture). See the application EAS form in Section VI for instructions. Comments from these reviews must be submitted to the DNR Grants Division as part of the application.

- K. Local application preparation/submittal, DNR project review and implementation of approved projects generally proceed according to the timelines shown on pages 25 & 30.
- L. The following documents comprise an acceptable OSLAD/LWCF application. Application forms and instructions for their completion are located in Section V and VI of this Manual.

FORM OR ATTACHMENT

DOC-1	General Project Data
DOC-2	Acquisition Data
DOC-2A	Acquisition Certification (If needed)
DOC-3	Resolution of Authorization
DOC-4	Development Data
DOC-5	Preliminary Relocation Plan
DOC-6 (federal)	Assurance of Compliance Form
FORM DI 1954 (federal)	Certification Regarding Fed Debarment, etc.
ATTACHMENT A-1	Narrative Statement
ATTACHMENT A-1a	Swimming Pool Supplement
ATTACHMENT A-2	Location Map
ATTACHMENT A-3	Site Development Plan
ATTACHMENT A-3a	Floor Plans & Elevation Drawings (Development Projects only)
ATTACHMENT A-3b	Playground Drawings
ATTACHMENT A-4	Site Premise Plat Map
ATTACHMENT A-5	Environmental Assessment Statement
ATTACHMENT A-6	Copy of Commitment for Title Insurance, Deed Or Lease Agreement
ATTACHMENT A-7	Copy of FEMA Flood Map for Project Area
ATTACHMENT A-8	Local Master Plan Justification
ATTACHMENT A-9	Appraiser Qualifications (Acq. Projects only)

- M. All project applications not approved for OSLAD/LWCF assistance will not be returned to the local agency. Projects that are not successful in a given grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal.
- N. For grant awards of \$250,000 or more, the applicant will be required to submit the written certification and business enterprise program plan prior to execution of the project agreement.



## How are Local Project Applications Evaluated

Local project applications are evaluated on a competitive basis since funds available through the OSLAD/LWCF programs are typically not sufficient to provide funding assistance for all local acquisition and development project needs in the State. Funding priorities are determined by several factors that have been established through the Department's statewide outdoor recreation planning process. (See page 4 for information on how to obtain a copy of the state outdoor recreation plan.)

The following criteria are used to prioritize eligible project applications for OSLAD/LWCF assistance:

### A. **Statewide Outdoor Recreation Priorities and Project Need - 60%**

1. 35% is based on the extent to which the project addresses the following major outdoor recreation/conservation priorities identified in the state plan:

*protection or enhancement of a State or locally significant natural area, or threatened/endangered species habitat, or an area identified in a Conservation 2000 Partnership Plan;*

*protection or enhancement of significant wildlife habitat;*

*protection or enhancement of natural wetland areas;*

*promoting conservation education opportunities;*

*promoting recreational use of Illinois' surface waters;*

*protection or recreational use of linear greenways;  
(excluding bike & snowmobile trail construction);*

*interagency cooperation in providing and/or effectively utilizing local recreation resources;*

*enhancing recreational opportunities for minority and less affluent populations;*

*promoting adaptive reuse of properties for open space and park purposes;*

*use of resource conservation elements and/or native landscaping.*

2. 25% is based on a local "needs assessment" or comparison of 1) the existing supply of recreational facilities per capita for the proposed project component(s) to a statewide median as calculated by the DNR in its statewide planning process and 2) the existing supply of local open space/parkland acreage, measured in acres/1000 population for particular park types (e.g., neighborhood, community parks, etc.), to the statewide median and 3) the availability of similar park facilities within the proposed project site's service area.\* If multiple entities overlap or share the same boundaries within a community, all existing facilities are considered.

\* The current statewide average for the supply of local open space and parkland acreage according to the Illinois Recreation Facilities Inventory (IRFI) is approximately 11.35 ac/1000 population for overall community parkland acreage and approximately 52.69 ac/1000 population for regional parkland acreage. The DNR uses a criteria that approximately 20% of local parkland/open space acreage should be allocated to neighborhood or mini-park facilities serving an area up to ½ mile radius and approximately 80% allocated to community parks serving a community-wide area or up to 2 mile radius in high density urban areas.

A local/regional acreage standard or goal lower than the above indicated statewide median figures may be accepted by the DNR for a given locality if the variant standard is supported by that agency's comprehensive recreation plan. Verification of a different local/regional acreage standard or goal should be submitted to the DNR as part of the OSLAD/LWCF application.

- a) Priorities for OSLAD/LWCF acquisition assistance will be given to local agencies with less acreage than the statewide median for the particular type of park and recreation facilities being proposed in the application.
- b) Priorities for OSLAD development assistance is given to local agencies having a park system (supply) that meets or exceeds the current statewide median based on acres/1000 population, parkland diversity and distribution, and where a deficiency of the proposed recreation facilities exists.

Consideration is given to projects that provide the first and only park site in the service area, if the site is the first passive or active site in the service area or if the project provides a brand new recreational element to the service area.

**B. Local Planning - 10%**

Consideration is given to projects identified in or consistent with adopted local plans AND where direct public participation in the planning process and/or project proposal is clearly evident. Current plans (less than 5 years old) and grass-roots public participation in the planning process are highest priority. To be fully considered as an acceptable planning document, basic elements such as an overall needs assessment, current facilities inventory and direct constituent input should be included.

Please refer to IDNR's Community Park and Recreation Planning guide for detailed information on planning. It is recommended that a series of public meetings be held for the proposed project. Any additional sources of public input (referendums, surveys, open houses, fundraisers, etc.) are also strongly encouraged.

Projects not identified in local plans that represent unique or unforeseen opportunities are given partial credit IF the proposal is generally consistent with local recreation/open space objectives and strong public support is evident.

(NOTE: The level of public involvement and support for a project is a critical factor considered under this evaluation category.)

**C. Site Characteristics and Development Plan - 25%**

Projects are evaluated primarily in terms of the project site's suitability for the proposed recreation uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, etc. 2) site accessibility factors including safe pedestrian, bicycle and vehicular access and sufficient parking; and 3) overall site plan considering such factors as creativity, sensitivity to environmental factors, diversity of recreation opportunity, and neatness.

Projects are considered diverse if there is more than one recreational element proposed. The more diverse projects tend to score higher, especially if the recreational elements are of high need based upon criteria stated in A2. All components that formulate a single recreational element are considered one element. For example, site grading, seeding, fencing, dugouts, scoreboard and bleachers are all counted as one element and that is baseball. All components of a play area such as swing sets, climbing walls, jungle gym bars, modular play units, etc. are all counted as one element and that is a playground.

The site development plan submitted should be accurate, neat and show good design.

Infrastructure costs are considered and if these costs are higher than 40% of the total project costs, points will be deducted.

D. **Project Special Considerations - 5%**

The following are also considered in the evaluation of projects:

- . Projects involving voluntary, third party donations of land or cash ( $\geq$  50% of local share) as part of the project scope.
- . Projects providing initial access to, and development of, an undeveloped park site.
- . Projects that are part of the overall economic development of an area.
- . Previous amount of OSLAD and federal LWCF assistance awarded to the local agency (fair share factor).
- . Projects being undertaken by newly established recreation agencies or incorporated municipalities (5 years old or less)
- . Projects improving or increasing necessary recreation opportunities in high density urban areas.

E. **Project Penalty Considerations**

A local agency may be penalized during project evaluation *for failure to contact and discuss the proposed project application with DNR grants staff prior to application submittal, as requested, AND* for poor performance in: 1) the execution of previous OSLAD or federal LWCF projects or 2) responding to DNR requests for necessary application information, or 3) ability to maintain existing recreation/public facilities, or 4) providing required post-completion compliance certification information regarding prior grant projects.

Applications for funding assistance will not be considered by the Department if 1) an unresolved program violation exists relative to a previous grant project or 2) the local applicant has failed to provide local recreation facilities information as requested by the Department for the Illinois Recreation Facilities Inventory (IRFI).

The Director of the Department of Natural Resources, with his staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning OSLAD/LWCF grant awards.

## **When does a Local Agency Receive OSLAD/LWCF Grant Payment**

The OSLAD and LWCF programs operate on a matching basis, with the OSLAD program providing an advance payment of 50% of the grant award shortly after award announcements. No project costs can be incurred until after DNR approval, with the exception of preliminary engineering and design costs. After project approval and allocation of a fixed grant amount for the project, the local agency must proceed with and complete the proposed acquisition or development project, including payment of all costs, before submitting a final project billing request to the DNR for reimbursement. Processing of project billings and transmittal of approved grant reimbursement to the local agency takes approximately 30 - 45 days following approval of the billing request by the DNR.

(See Section III for more detailed information regarding the implementation of an approved OSLAD/LWCF project and specific billing requirements).

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## **SECTION III**

### **PROJECT IMPLEMENTATION PROCEDURES**

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## How is an Approved OSLAD/LWCF Acquisition Project Implemented

After an acquisition project is approved by the DNR for grant assistance, a Project Agreement outlining approved project costs, maximum grant funds obligated to the project and program compliance responsibilities is issued as well as general instructions for proceeding with the project acquisition. *For LWCF projects, the DNR must apply on behalf of the local sponsor to the National Park Service for final federal project approval. Execution of the grant Project Agreement with the local project sponsor cannot occur until after federal NPS approval is received.*

The local project sponsor is also instructed at this time to commence with necessary appraisal work as outlined below to determine the "market value" of the proposed project site. Once DNR has reviewed the appraisal(s) and approved a "market value" for the project site(s), the local agency is authorized to proceed with an "offer to purchase" the project property.

Any acquisition costs incurred prior to DNR authorization are ineligible for OSLAD/LWCF assistance. Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted, or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreements, options, etc. should be entered into, nor negotiations begun until the DNR approves such action. Only purchase agreements/options that have been properly executed within the **six months** prior to the deadline date of the grant program, will be eligible. Entering into options or other type of purchase agreement prior to DNR approval could cause project ineligibility.

Acquisition projects must proceed in compliance with the federal "*Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*", (PL91-646) or the State *Displaced Persons Relocation Act* (310 ILCS 40, et.seq.), as applicable. Detailed instructions and guidance regarding project implementation are provided by the DNR at the time of project approval notification. In general, implementation procedures for approved acquisition projects are as follows:

- A. At least one "self-contained narrative" appraisal is required for each parcel to be acquired (in some instances if the land value is questioned or a very dynamic market exists or appraisal methodology/documentation is suspect, two appraisals may be required at the option of the DNR). For ALL project acquisitions where 50% or more of the land's value is being donated as all or part of the required local match on an approved OSLAD/LWCF project, two (2) "self-contained narrative" appraisals are required.

Appraisals must be prepared by a qualified (state licensed) appraiser approved by the DNR. (With the project application, the local applicant must submit the qualifications of two appraisers for DNR review). The required appraisal(s) must comply with specifications provided by the DNR at the time of project approval notification. Completed appraisals must be submitted to and approved by the DNR prior to the local agency initiating acquisition negotiations. Appraisals not meeting DNR specifications will be returned for necessary revisions or, if necessary, a second appraisal may be required as noted previously.

After the market value for each project parcel has been established through an acceptable appraisal and approval received from the DNR, the local agency must make a formal written offer to the property owner(s) offering the amount established as market value. Failure to offer market value to the seller or show proof of "good faith negotiations" is in conflict with the referenced state and federal laws and can jeopardize grant eligibility.

If an agreement to purchase is reached with the seller, a closing is arranged and fee simple title conveyed to the local agency. No land rights or reservations can be retained by the seller unless approved by the DNR.

- B. If the market value offer is refused and a mutually acceptable negotiated settlement cannot be reached, Eminent Domain proceedings may be initiated. Please note that DNR concurrence must be obtained prior to the local agency initiating such action.
- C. If the project acquisition involves any type of relocation of individuals, families, personal property, farm operations, not-for-profit organizations, businesses, etc., the local agency must comply with guidelines specified by the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) or the State Displaced Persons Relocation Act (310 ILCS 40, et.seq.). (See pages 51 - 52 for general requirements on relocation assistance.)
- D. The local project sponsor must also provide periodic "progress reports" to the DNR (January 1, April 1, July 1 and October 1) regarding project status. Status reports are MANDATORY. Failure to submit reports may jeopardize grant reimbursement.
- E. After acquisition is completed and title to the project property secured, the local agency must submit a billing request to the DNR for OSLAD/LWCF grant reimbursement. Reimbursement is based upon 50% (90% for distressed communities) of the appraised market value of the property(ies) (or actual purchase price in the case of surplus school property) or the approved OSLAD/LWCF grant award, whichever is less. In the event of eminent domain, the Judgment Order establishes just compensation (market value) in determining reimbursement IF sufficient grant funds obligated to the project are available.

An acceptable billing request includes the following documents:

- 1. Signed Acquisition Project Billing Form and Certification Statement,
  - 2. Copy of recorded Deed (preferably warranty) (OSLAD/LWCF Declaration of Use Restriction and covenants on property deed must be incorporated) (*Judgment Order & Condemnation Petition for "eminent domain" cases*),
  - 3. Title Insurance Policy in the amount of the CMV for the acquired property,
  - 4. Parcel Tabulation,
  - 5. Evidence of written market value offer to seller or other proof of "good faith" negotiations,
  - 6. Copy of canceled check as proof of payment,
  - 7. Executed (Title Affidavit),
  - 8. Copy of final plat map signed by local agency,
  - 9. Photograph of grant acknowledgment sign at site,
  - 10. Statement of Just Compensation and/or Waiver of Rights to Just Compensation, and
  - 11. Declaration of Use Restriction and Covenant on Property Deed.
- F. To ensure expedient completion, acquisition projects generally proceed in accordance with the timelines shown on the following pages.



## ACQUISITION PROJECT TIMELINE

<u>RESPONSIBILITY OF</u>	<u>DATE FOR COMPLETING TASK</u>	<u>TASK</u>
Local Agency	May 1 - July 1	Grant application submitted to DNR
Local Agency	May 1 - July 1	Appropriate submittals to Area wide Clearinghouse and IL Dept. of Agriculture, if applicable. (simultaneous with full application submittal to DNR Grants Division)
DNR	July - October	Staff review for application deficiencies
Local Agency & DNR	October / November	DNR review of applications
<p>Grant awards may be announced anytime within the year following submittal. <i>For projects recommended for LWCF assistance, the DNR must apply to the National Park Service on behalf of the local sponsor for final federal approval.</i> It is imperative that property not be acquired prior to official authorization from DNR. This includes the entering into of options, contracts, condemnation proceedings, or other types of action that commits the local agency to acquire the land. Projects violating the above could become ineligible for assistance.</p>		
DNR	December - January	Possible project approval (or disapproval) notification and timeline start date for approved projects. Project Agreement issued to local agency authorizing approved grant amount and local agency instructed to initiate necessary appraisal work.
Local Agency	April / May	Completed appraisal(s) submitted to DNR
DNR	May / June	Appraisal(s) reviewed and when acceptable, local agency authorized to make written offer of approved Market Value and transmit Summary and Offer to Purchase (S & O) form to property owner. (Necessary forms and acquisition instructions will be provided by the DNR)
Local Agency	July / August	Local agency submits to DNR evidence that CMV has been offered to property owner
Local Agency	November / December	Local agency must notify DNR whether land to be acquired has been 1) closed at CMV, 2) closed at negotiated price, or 3) condemned under Eminent Domain and copy of complaint submitted to the DNR
Local Agency	within next 3 months	Acquisition completed and reimbursement billing request submitted to DNR. (Acquisitions involving condemnation, excluded)

NOTE: Projects involving the displacement of any persons or businesses must contact the DNR grant staff for additional information regarding relocation procedures. Relocation payments to displaced persons or businesses must be completed within 6 months following project property acquisition in order to be considered for OSLAD/LWCF grant eligibility.

## How is an Approved OSLAD Development Project Implemented

Once a development project is approved for OSLAD assistance, a Project Agreement (grant contract) will be issued to the local project sponsor outlining the approved project scope and costs, grant amount, and program compliance responsibilities. The approval date indicated on the Project Agreement commences the project period for which incurred project costs are eligible for OSLAD assistance. Development costs incurred prior to the designated project approval date, with the exception of necessary architectural/engineering fees\*, are ineligible for OSLAD assistance. Development costs are considered incurred on the date construction contracts are signed or actual physical work starts on the project site (including ground clearing, material delivery to the project site, etc.).

- \* (Costs for site investigation, preliminary design and cost estimates, and construction drawings and bid specifications necessary for proper construction of an approved project may be eligible for assistance although incurred prior to DNR grant approval.)

In general, development project implementation procedures are as follows:

- A. Project work (construction) may be accomplished using any of the following methods or combinations thereof; however, it is recommended that whenever possible work be accomplished by competitively bid contracts:

- 1) publicly advertised and competitively bid contracts;
- 2) direct procurement of "small" material purchases and/or hired labor (must be in accordance with local agency procurement procedures); and
- 3) "force account" labor (using local agency in-house employees).

(NOTE: Donated labor and/or equipment may be used in completing a development project but are NOT eligible for grant reimbursement.)

- B. Development projects usually require the preparation of detailed work drawings and specifications. After DNR grant approval, the local agency should immediately proceed with such drawings and specifications. The use of professional park planning consultants in the formulation of detailed project design and specifications is encouraged and eligible for 50% (90% for distressed communities) OSLAD reimbursement up to a maximum of 15.25% of the total, eligible construction costs.

A local agency may use its own architectural or engineering staff to complete such design work if they possess the necessary skills and qualifications. The cost for such in-house "force-account" work is also eligible for 50% (90% for distressed communities) assistance up to a maximum of 7.5% of the total, eligible construction costs.

Working plans and specifications shall be made available, upon request, to DNR representatives for review either prior to advertising for bids or the construction start date, or during on-site construction inspections and compliance reviews. **Projects involving construction of a playground must submit final working plans and specifications for the playground to DNR grants staff for review to help ensure current accessibility and safety factors are addressed.**

For projects involving the construction or rehabilitation of public swimming facilities, the local agency must also contact the Illinois Dept. of Public Health for review and approval of specifications and work drawings prior to advertising for bids.

Contact: Illinois Department of Public Health  
Division of Engineering  
535 West Jefferson Street  
Springfield, Illinois 62761  
Tele: 217/782-5830

- C. For all development projects, the local agency must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. DNR may request documentation from the local agency to verify compliance with the applicable state statutes.
- D. The local agency shall follow its own requirements relating to bid guarantees, performance bonds, and payment bonds. However, for contracts exceeding \$100,000, the DNR strongly encourages the following minimum requirements:
  - 1. A "bid guarantee" from each bidder equivalent to 5% of the bid price.
  - 2. A "performance bond" on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to ensure fulfillment of all the contractor's obligations under such contract.
  - 3. A "payment bond" on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

- E. The local agency should also incorporate/address the following in all construction contracts awarded on approved OSLAD projects:
1. Contracts should contain such contractual provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
  2. Contracts should contain suitable provisions for termination by the local agency including the manner by which it will be affected and the basis for settlement. Such contracts shall also describe conditions whereby the contract may be terminated because of circumstances beyond the contractor's control.
  3. Contracts should include language ensuring that the contractor possesses adequate liability insurance (\$1,000,000 minimum) and abides by state and federal labor laws relating to 1) fair employment practices, 2) prevailing wages, 3) worker compensation, 4) preference to Illinois laborers, 5) bid rigging and bribery of state officials, and 6) sexual harassment and drug-free workplace policies.
  4. All construction contracts awarded by the local agency should include a provision to the effect that duly authorized State government representatives shall have access to any documents, papers and records of the contractor for the purpose of making audit, examination, excerpts and transcriptions.
- F. During the course of development, it may become necessary to change scope, plans and/or specifications. The local agency shall obtain DNR approval for any project change orders that represent significant deviations from the approved plans. Change orders should be made a part of the project file and kept available for audit.
- G. During construction, DNR staff may make on-site inspections, as deemed necessary in relation to the scope of the project, to check progress and compliance with all applicable laws and construction specifications. The local project sponsor must also provide periodic "progress reports" during the course of the project to the DNR regarding project status. It is the local agency's full responsibility for determining when all project construction has been satisfactorily completed and is ready for DNR final inspection and acceptance.
- Projects involving the construction or rehabilitation of a public swimming facility must also contact the IL Dept. of Public Health for final inspection and acceptance.
- H. All playground equipment purchased and installed with OSLAD assistance should conform to guidelines outlined in the Handbook for Public Playground Safety, Publication #325, U.S. Consumer Product Safety Commission (CPSC.gov), Washington, D.C. 20207 and playground safety standards adopted by the American Society for Testing and Materials International (ASTM), 100 Barr Drive, PO Box C700, West Conshohocken, Pennsylvania, USA 19428-2959 (ASTM.org) detailed in publications F1487 - Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.

As previously noted in item B, final construction plans and specifications for grant-assisted playgrounds must be reviewed by DNR grant staff prior to construction or solicitation of bids.

- I. Billing requests for grant reimbursement may be processed each quarter as long as an “Agreed Upon Procedures” report by a CPA firm has been completed each time. Only costs incurred during the specified “project period” indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. **Billing documentation must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves DNR from further payment obligations on the grant.** The following documentation is required for the final project billing:

- 1) One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17**).
- 2) Completed “Development Project Billing Form”.
- 3) Costs claimed on the “Development Project Billing Form” must be reviewed and attested to by an independent CPA<sup>(1)</sup> in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the “Agreed Upon Procedures” developed by DNR . A copy of the document completed by the independent CPA based on the “Agreed Upon Procedures” should be submitted.

**NOTE:** The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 50% or 90% grant reimbursement.

- 4) Final Project Performance Report that explains the specific work completed during the project.
- 5) Projects involving construction or rehabilitation of public swimming facilities should submit verification of Illinois Department of Public Health inspection and acceptance.

- J. To ensure expedient completion, development projects generally proceed in accordance with the schedule shown on the following pages.

(1) It is recommended that the CPA firm that conducts the Grantee’s regular agency-wide audit be used for this purpose.

## DEVELOPMENT PROJECT SCHEDULE

### RESPONSIBILITY OF

### TASK

Local Agency

Grant application submitted to DNR

DNR

Staff review for application deficiencies

Local Agency & DNR

DNR Review of applications

After review, project awards are typically announced the first half of the following year. It is imperative that work not commence on development projects prior to official notification from the DNR. This includes the entering into of contracts, or other types of action which commits the local agency to develop the land. Projects violating the above could become ineligible for assistance.

DNR

Project approval (or disapproval) notification and timeline start date for approved projects.

DNR/Local Agency

Possible development Project Implementation Instructional Workshop conducted by the DNR for local grant recipients. Project Agreement issued to local agency outlining approved cost and grant amount.

Local Agency

Project working drawings and specifications completed to advertise project for public bid or to complete by "force account" and non-bid method.

Local Agency

Donation appraisal (if applicable) submitted to DNR. Local agency will be notified of subsequent schedule for donation appraisal approval.

Local Agency

Local agency proceeds with bid advertisement or submits "force account" labor and material cost estimates for completing project to DNR for review and acceptance.

DNR

DNR completes review of local "force account" cost estimates and local agency notified to proceed with construction.

Local Agency

Contractor's bids due to local agency.

Local Agency

Local agency reviews bids and selects best qualified low bidder for contract construction work.

Local Agency

Local agency awards construction contracts.

Local Agency

Approximate start date for project construction.

Local Agency

Project completed, notify DNR.

DNR

DNR staff inspects completed project or requests photos.

Local Agency

Local agency submits documentation to a CPA firm for completion of "Agreed Upon Procedures".

Local Agency

Submits reimbursement billing request information to DNR.

DNR

DNR processes local agency billing request and grant reimbursement check forwarded to local agency.

## How is an Approved OSLAD Combination Project Implemented

The previous section explains how to implement a development project, which is the majority of a combination project. Combination projects also include the acquisition of land through donation. The actual transfer of ownership of the donated parcel(s) may take place at any time during the project time period. Two appraisals for the donated property should be submitted soon after the grant award, for certification by IDNR. The local sponsor will be notified of the certified fair market value by letter.

When the project is completed, additional information for the donated parcel(s) must be included in the billing reimbursement request. These documents are listed below.

1. Combination billing form (as opposed to the development billing form).
2. Copy of the Recorded Deed (preferably warranty) and required deed restriction/covenant language.
3. Title Insurance Policy showing fee simple title vested in the project sponsor and insured to the full CFMV of the land and improvements thereon, at the time of the appraisal.
4. Executed Title Affidavit form.
5. Completed Billing Certification Statement.

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## **SECTION IV**

### **OSLAD/LWCF PROGRAM COMPLIANCE REQUIREMENTS**

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## General OSLAD/LWCF Compliance Requirements for Approved Projects

### A. Use of OSLAD / LWCF Assisted Land for Outdoor Recreation

Property acquired or developed with OSLAD/LWCF grant assistance SHALL NOT BE UTILIZED OR DEVELOPED FOR ANY USE OTHER THAN PUBLIC OUTDOOR RECREATION as stipulated in the signed Project Agreement and in 17 IL Adm. Code 3025 and 3030. Land acquired with OSLAD/LWCF assistance shall be operated and maintained, in perpetuity, for public outdoor recreation use. All farming operations and non-recreation uses shall cease. Sites receiving only OSLAD development grant assistance shall be bound by the herein stated outdoor recreation use requirement for the period of time specified below for the related amount of OSLAD funds expended on the project.

<u>Total Grant Expenditure</u>	<u>Time Period after Final Grant Payment</u>
\$0 - \$50,000	6 years
for every \$25,000 increment over \$50,000	add 1 year

The extent of land included under the non-conversion provisions of the OSLAD/LWCF program for an approved project is determined at the time of project approval and delineated on an approved "project boundary" map attached to the Project Agreement. Regardless of the amount of grant assistance provided, the approved "project boundary" area shall, at a minimum, consist of a viable outdoor recreation area capable of being self-sustaining without reliance upon additional recreation areas. Except in unusual cases where it can be shown that a lesser unit within a larger park/preserve site is clearly a self-sustaining outdoor recreation resource comprising a logical management unit, the "project boundary" will encompass the entire park/preserve area of which the project site is part. (e.g., Grant assistance to improve and/or acquire only a portion of a park site will normally require the entire park site being included within the "project boundary".)

Any conversion of land located within the approved "project boundary" from public outdoor recreation use must have the written approval from DNR prior to actual conversion. Any conversion that takes place on OSLAD/LWCF assisted lands constitutes a violation of 17 IL Adm. Code 3025 or 3030, as applicable, and the signed Project Agreement, and requires the local agency to acquire or provide comparable replacement land in lieu of the converted property. The DNR shall be the sole judge in determining the acceptability of comparable replacement land(s). DNR grant funding will not be provided to assist in the acquisition of required replacement land.

#### **(NOTE)**

The approved site development plan, submitted with the project application, is also considered a static and binding document. Any major deviations from that approved plan without prior DNR approval OR failure to initiate development of lands acquired with OSLAD/LWCF assistance within a three (3) year period (see p. 6) for outdoor recreation use in general accordance with the approved plan may constitute a "conversion" violation requiring mitigation as stipulated herein.

- B. Easements - No easements, roadway dedications, leases or other such land encumbrances, including surface disturbance from the extraction of minerals, or actual land transfers shall take place on OSLAD/LWCF assisted lands per 17 IL Adm Code 3025 or 3030, without prior written approval from the DNR. If there are plans for any such agreements for exchanges or transfers of land, or the granting of easements or leases, DNR must be notified prior to the consummation of the agreements. Until the DNR advises that the exchange or encumbrance has been approved, no action must be taken to finalize the proposed transaction. If said transaction takes place without approval, such action will constitute a "conversion" violation as outlined in Item A above.

C. Project Identification

Acknowledgment of OSLAD / LWCF assistance at the project site is required. All local project sponsors will receive an 8" x 12" or smaller sign depicting the OSLAD and/or LWCF logo prior to the final project billing and grant reimbursement. This sign or similar Acknowledgment furnished by the local agency must be posted at the entrance to the project site per program requirements where it can easily be seen by users and visitors.

D. Record Retention

1. All financial records and related supporting documents pertinent to a OSLAD/LWCF project must be retained by the local agency for a period of three (3) years following final grant payment. These records shall be retained beyond the three (3) year period if audit findings remain unresolved.
2. For purposes of local record retention, local agencies may substitute microfilm copies in lieu of original records.
3. All project records shall be available for examination by duly authorized representatives of the Illinois Department of Natural Resources or Illinois Auditor General's Office for the purpose of making audits, excerpts and transcripts.

E. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state OSLAD or federal LWCF assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et. seq. or 55 ILCS 5/6-31001 et. seq.) 2) by federal requirements (OMB circulars A-133), or 3) by the grantee's own governing body, as applicable. A copy of the audit must be provided to DNR, upon request, OR if any findings (irregularities) involving the OSLAD/LWCF grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985). Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

F. Project Inspection

Periodic site inspections are made by representatives of the DNR as required during project execution and after project completion to ensure continued program compliance. The following points are taken into consideration:

1. Retention and Use - Is the property being used for the purpose identified in the approved project agreement.
2. Appearance - Is the property attractive and inviting to the public and the quality of the area being maintained?
3. Maintenance - Is upkeep and repair of facilities adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem?
4. Management - Does facility staffing/servicing appear adequate?
5. Availability - Is there evidence of discrimination? Is the property readily accessible and open to the public during reasonable hours and times of the year?
6. Signing - Is the area properly signed to allow for user information and safety, and acknowledge OSLAD/LWCF assistance?

G. Utility Lines on OSLAD/LWCF Assisted Land

The local project sponsor is expected to take all reasonable steps to bury, screen, or relocate existing overhead utility lines (electric lines under 15 KV) on a project site. Burying existing lines is eligible for reimbursement and can be part of the application. All future electrical lines under 15 KV and other utility wires must be installed underground. If the local agency feels that existing or future utility lines under 15 KV should not be underground, it will be necessary to document the rationale for such a request and receive DNR approval.

H. Availability to Users

1. **Discrimination on the Basis of Race, Color, Creed, National Origin, Sex, Age or Disability**

Recipients of OSLAD/LWCF financial assistance are required to comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1988, (P.L. 100-259), and the Americans with Disabilities Act of 1990 (PL 101-336) to the extent that no person in the United States shall, on the grounds of race, color, creed, national origin, sex, age or disability be excluded from participation in, be denied of, or be otherwise subjected to discrimination in any program or activity provided by that agency. Areas affected by these requirements include, but are not limited to, the following: 1) programming; 2) facility use, planning and construction; 3) employment practices; 4) planning and/or advisory groups; and 5) fee structures.

A local agency first agrees to comply with the referenced anti-discrimination and accessibility laws when a completed "Resolution of Authorization" (DOC-3) is submitted as part of the OSLAD/LWCF grant application. This signed form provides the DNR with reasonable assurance that all requirements imposed by said anti-discrimination and accessibility laws will be met and any non-compliance will be corrected.

Further, once a local agency has received OSLAD/LWCF assistance, the following additional and continuing administrative requirements must be met:

- a) Notify the public that local programs and facilities are herein after offered and operated on a non-discriminatory basis in accordance with the referenced anti-discrimination and accessibility laws.
- b) Notify the public of the right to file a complaint should any person believe they have been subjected to discrimination as prohibited by these laws.
- c) Establish a procedure for processing discrimination complaints.
- d) Include anti-discrimination, accessibility and equal opportunity statements as well as information regarding methods for filing complaints in all program materials, posters, brochures, contracts, leases, etc., used by or distributed to the general public.
- e) Where an appreciable number of people do not speak or understand English, it may be necessary to prepare printed materials in other appropriate languages or employ bilingual staff in order to inform the non-English speaking community of the availability of programs, facilities and services.
- f) Where private organizations or institutions participate in or utilize the facilities of the local agency, secure a signed assurance from the organization that its program(s) or activity will be operated on a non-discriminatory basis in compliance with the referenced laws.
- g) Make a good faith effort to include minority representatives in the membership of any planning and/or advisory group.
- h) Ensure facility development and maintenance are comparable in all sectors (minority and majority areas) of the community.
- i) Take necessary steps to equalize fees charged for program participation and facility usage throughout the community.
- j) Maintain a file that documents the local agency's efforts to comply with the requirements of Title VI, Section 504 and the Age Discrimination Act. These files may be examined as part of "Non-Discrimination Compliance Reviews" conducted by authorized representatives of the Illinois Department of Natural Resources.

Agencies interested in receiving more detailed information concerning these guidelines may obtain a copy by writing:

Illinois Department of Natural Resources  
Equal Employment Opportunity Officer  
One Natural Resources Way  
Springfield, IL 62702

## 2. **Discrimination on the Basis of Residence**

For properties acquired or developed with OSLAD/LWCF assistance, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Fees charged to non-residents **cannot exceed twice that charged to residents**. Where there is no charge for residents but a fee is charged to non-residents, non-resident fees cannot exceed fees charged for residents at comparable state or local public facilities. Reservation, membership or annual permit systems available to residents must also be available to non-residents and the period of availability must be the same for both residents and non-residents.

These provisions apply only to the recreation areas listed in the project agreement. Non-resident fishing/hunting license fees are excluded from these requirements.

## 3. **Accessibility for the Disabled**

All facilities constructed with or later developed on property acquired with State OSLAD assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (April, 1997) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago). Local agencies may wish to review the Code and prepare questions prior to the OSLAD Implementation Workshop or call the grants staff for assistance.

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514-0301 or contact their web site at [www.access-board.gov](http://www.access-board.gov).*

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## SECTION V

### APPLICATION INSTRUCTIONS

**\*\* PLEASE READ THOROUGHLY \*\***

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**Prior to preparing an application for OSLAD/LWCF consideration, it is highly recommended that DNR grants staff be contacted to informally discuss eligibility and merits of the project proposal.**

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Copies of the blank application forms in Section VI of this Manual should be made to use as work copies in preparing the final application for submittal on line. Use the following address to directly access the on-line system.

<https://dnr.state.il.us/ocd/OSLADApplication/securelogin.asp>

**The required attachments that need to be submitted to the DNR by July 1 and must contain original signatures on all forms requiring signatures.**

Application material will be scanned by the DNR. Please submit only black and white copies of your application forms and maps. Due to equipment limitation, maps and drawings should be limited to 8 ½" x 11" whenever possible, but NEVER larger than 11" x 17".

**Attachments should be submitted to:**

Illinois Department of Natural Resources  
Division of Grant Administration  
One Natural Resources Way  
Springfield, IL 62702

Documents will NOT be returned.

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## General

The following documents comprise the required local application documents for OSLAD/LWCF grant consideration by the DNR. Application forms are provided in Section VI of this Manual. Instructions for completing an OSLAD/LWCF application are included on the following pages.

<b><u>FORM OR ATTACHMENT</u></b>	<b><u>TITLE</u></b>	<b><u>INSTRUCTIONS</u></b>
DOC 1	General Project Data	See page 44
DOC 2	Acquisition Data	See page 47
DOC 2A	Acquisition Certification (If Needed)	See page 48
DOC 3	Resolution Of Authorization	See page 48
DOC 4	Development Data	See page 49
DOC 5	Preliminary Relocation Plan	See page 51
DOC 6 (federal)	Assurance of Compliance	See page 52
FORM DI 1954	Certification Regarding Federal Debarment	See page 52
ATTACHMENT A-1	Narrative Statement	See page 53
ATTACHMENT A-1a	Swimming Pool Supplement	See page 54
ATTACHMENT A-2	Location Map	See page 55
ATTACHMENT A-3	Site Development Map	See page 55
ATTACHMENT A-3a	Preliminary Floor Plans & Elevation Drawings (Development Projects only)	See page 57
ATTACHMENT A-3b	Playground Drawings	See page 57
ATTACHMENT A-4	Site Premise Plat Map	See page 58
ATTACHMENT A-5	Environmental Assessment Statement	See page 60
ATTACHMENT A-6	Commitment For Title Insurance, Deed or Lease Agreement	See page 61
ATTACHMENT A-7	Copy Of FEMA Flood Map For Project Area	See page 61
ATTACHMENT A-8	Local Master Plan Excerpts (Evidence of Public Input)	See page 62
ATTACHMENT A-9	Appraiser Qualifications (Acquisition Projects Only)	See page 62

## Instructions: DOC-1, General Project Data

### Item

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project (limit title to 36 spaces or less). (i.e. Central Park Development)
3. Self-explanatory.
4. Enter name of county and township where project is located. If the project is located in more than one county or township,, indicate name / # of each.
5. Self-explanatory.
6. Enter the federal Congressional District(s) and Illinois Legislative (Senate) and Representative (House) Districts and members' names where project is located.
7. List the name, address, telephone number, FAX number and e-mail address of the local project sponsor (applicant) **and chief administrator/official's name.**
8. Enter the name, address, telephone number, FAX number, e-mail address and title of the person responsible for the day-to-day coordination of the project. This person must be available for contact between 8 A.M. - 5 P.M., Monday through Friday.
9. Briefly describe the property to be acquired or facilities to be developed (be specific). Include site location. If proposed project is part of a larger recreational complex, also describe relationship of the proposed project to total park area. Do not type in "See Attached" in this section.
10. Acquisition projects only. Enter the total estimated cost of the project and amount of OSLAD assistance requested. Estimated appraisal and relocation costs as well as potential archaeological surveying costs must be included in the original application to be eligible for reimbursement. Land acquisition and relocation costs must correspond to amount(s) shown on DOC-2. Since actual acquisition may not occur for 6 - 9 months following application submittal, cost estimates should be adjusted accordingly.
11. Development projects only. Enter the total estimated cost of development including design and potential archaeological survey fees, CPA Report Costs, and the dollar amount of OSLAD assistance requested. Since actual development will not begin until the spring following application submittal, cost estimates should be adjusted accordingly.
12. Combination projects (development projects involving land donations). Complete both Item 10 showing anticipated donations value and Item 11 showing estimated development costs. NOTE: Grant assistance requested for Item 10 cannot exceed the grant assistance requested for Item 11. Also, title to the proposed donation property must not be obtained until after DNR grant approval, unless otherwise approved.
13. Enter the source(s) of local matching funds for this project. *(See page 50 for information on the Illinois Finance Authority and potential for low-cost loans to help finance the proposed project.)*

- 14a. Enter the total amount of open space/parkland acreage available for public outdoor recreation use within the local agency's jurisdictional boundary. This figure should reflect ALL available public recreation land and not just those owned/leased by the applicant. Do not include golf course acres, school sites, private clubs or state parks. NOTE: School property, including school playgrounds and ballfields, should not be included unless a lease agreement is in effect between the applicant and the school district. If so, provide a copy of the lease agreement.

Only Forest Preserve Districts and Conservation Districts should include state and federal park acres available within the County.

ALSO, submit a local street map showing the location of ALL recreational land (except school property unless a lease agreement is in effect) and attach a listing (matrix) of the park areas showing name, size and recreation facilities available at each site and whether each site is considered a "neighborhood", "community" or other type (classification) of park. (See example below)

- 14b. Enter amount of recreational land (in acres) owned and/or leased by local agency. Identify those areas on the map submitted as part of Item 15A.
15. If applicable, indicate the applicant's **adopted** goal or standard for public open space/park acreage per 1000 population. *Submit page(s) from local plan/ordinance to substantiate.*
16. For each major recreation facility proposed for construction as part of a development project application, or planned as future development in the case of an acquisition project, provide information on the EXISTING SUPPLY of such public recreation facilities (whether managed by the applicant or not) currently available within the applicant's jurisdictional boundaries. The most current Useful Life Criteria document is an addendum to the manual.
17. If any other grant assistance has been previously given or promised for work within the boundaries of the proposed project site, list granting agency, project number and amount of assistance. This should include previous OSLAD funding and federal Land & Water Conservation Fund assistance.

18. through 19. Self-Explanatory

LOCATION/PARK TYPE	SIZE (ACRES)	POOL	GROUP PICNIC AREA	PLAY AREA	BASEBALL FIELD	FOOTBALL FIELD	SOCCER FIELD	TENNIS COURT	BASKETBALL COURT	SKATING AREA	GARDEN PLOTS	PASSIVE AREA	TRAIL	GOLF COURSE	FISHING AREA
MINI-PARKS															
1. Ben Allison Park	2.75			1	1										
2. Crescent Park	0.59											1			
3. Glos Memorial Park	1.30											1			
4. Jaycee Tot Lot	0.40			1											
5. Kiwanis Park	1.00											1			
SUBTOTAL	6.04														
NEIGHBORHOOD PARKS															
6. Crestview Park	10.96			1	2		1	2	2	2					
7. Manone Davis Park	3.20			1	1				1						
8. Conrad Fischer Park	12.87			2	3		1	3							
10. Pioneer Park	4.30			1	1		1		1						

11. Salt Creek Park	10.00		4	1	1											
12. Van Voorst Park	2.80				1		1									
13. Washington Park	3.20			1	2				1							
14. Wild Meadows Park	5.50										1					
SUBTOTAL	58.83															
COMMUNITY PARKS																
15. Berens Park	55.47		3	1	5		3	4	1	2	1	1				
16. Butterfield Park	25.40		3	1	4	1	1	3	1							
17. East End Park	14.52	1	2	1	3		1	4	1							
18. Eldridge Park	41.20			2	1		2	3	2	1	1				1	
19. Plunkett Park	16.50			1	3	1	1									
20. Wilder Park	17.22		3	1				4			2					
21. York Commons	10.07	1		1	1		1		1							
SUBTOTAL	180.38															
LINEAR/SPECIAL USE AREAS																
22. Maple Trail Woods	89.26										1	1				
23. Sugar Creek Golf Course	43.32												1			
24. Wild Meadows Trace	48.70			1							1	1				
25. The Abbey	1.89															
SUBTOTAL	183.17															
NON-RECREATION AREAS																
26. Maintenance Center	1.17															
SUBTOTAL	1.17															
OTHER PUBLIC OPEN SPACE																
27. Elmhurst Public Schools (11)	36.90			7	10	2	1									
28. Wagner Community Center	3.97						1		1							
29. Cry Reservoir	9.39										1					
30. Cricket Creek Forest Preserve	165.64			1							1	1			1	
SUBTOTAL	215.90															
GRAND TOTAL	645.49	2	15	26	39	4	15	23	12	5	3	11	3	1	2	

## INSTRUCTIONS: DOC-2, Acquisition Data

(FOR "ACQUISITION and COMBINATION PROJECTS" ONLY )

**NOTE:** Title to the project property proposed for acquisition (including donation property) **MUST NOT** be taken by the local project sponsor prior to OSLAD/LWCF grant approval, unless otherwise approved by DNR.

### Item

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.
3. List all existing structures on the property to be acquired and briefly describe their condition. Also indicate if anyone is currently residing or storing personal property on the site and the intended disposition and/or use of the structures once the property is acquired. **LOCATE AND IDENTIFY ALL STRUCTURES ON THE PREMISE PLAT MAP (see page 58).**

If no structures exist, please check the box.

### 4. ACQUISITION SCHEDULE -

Code: Code letters are located at the bottom of chart. For Acquisition Projects, code parcels as to the anticipated means of acquisition.

Parcel Number: Assign each parcel to be acquired a number. (A parcel is defined by individual ownership. A project may contain numerous parcels within its scope.)

Acreage: Total acres contained in each parcel.

Est. Acq. Costs: Indicate the estimated value of each parcel.

Relocation Costs: If your project involves the displacement of individuals, families, businesses, farms, not-for-profit organizations and/or personal property, indicate the anticipated costs of relocation for each parcel. (Refer to pages 51 & 52 for additional information.)

5. ACQUISITION STATUS - Complete a, b, c, d, & e as they apply to the project. Any inaccuracies in reporting the acquisition status or entering into any of these actions, excepting leases, prior to DNR approval may cause OSLAD/LWCF ineligibility.

### 6. **\*\*NOTE: ACQUISITION PROJECTS ONLY\*\***

Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

Latitude

Longitude

GPS Coordinates (Deg./Min./Sec./Dir.) \_\_\_\_\_

## INSTRUCTIONS: DOC-2A, Acquisition History and Certification

### *(DEVELOPMENT PROJECTS ONLY)*

#### **ACQUISITION HISTORY**

For the Project Site(s) planned for development:

- Enter parcel #,
- month and year title was transferred to local agency,
- purchase price (if known), and
- the method of acquisition for each project parcel.

NOTE: For parcels **acquired within the last two years**, attach a separate sheet describing the method of purchase. Give a history of negotiations and any applicable relocation assistance provided.

For parcels **acquired more than two (2) years ago**, see instructions below regarding "Acquisition Certification" portion of form.

#### **ACQUISITION CERTIFICATION**

For development projects involving land acquired more than two (2) years prior to the application submittal BUT after January 2, 1971, the local agency must certify that either:

- 1) Acquisition proceeded in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (P.L. 91-646), **OR**
- 2) Acquisition occurred prior to January 2, 1971, **OR**
- 3) At the time of acquisition or last known displacement there was no intention or plans on the part of the local agency to apply for OSLAD development grant assistance.

Completion of the "Acquisition Certification" portion of this form provides the necessary assurance of compliance with this regulation. If applicable, the chief elected official of the local project sponsor must complete and sign this certification. Form **with original signature** must be submitted to DNR.

## INSTRUCTIONS: DOC-3, Resolution of Authorization

Item

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.

Form submitted must contain **original signature** by the local agency's chief elected official.



## INSTRUCTIONS: DOC-4, Development Cost Estimate

THIS FORM SHOULD CORRESPOND EXACTLY WITH THE PROPOSED DEVELOPMENT AS INDICATED ON YOUR SITE DEVELOPMENT PLAN (ATTACHMENT A-3).

### Item

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.
3. Check appropriate box.

NOTE: **Acquisition projects** - Complete only #4 and #6 as they pertain to future development plans. Also, attach schedule for proposed development.

4. Development Item - Give a brief concise description of each major project component.
5. Units - Enter the quantity of each component.
6. Estimated Cost - Estimate the cost of each component, then enter the total development cost (which may include architectural/engineering fees) on the last line. **Also**, be aware that an archaeological reconnaissance survey may be required prior to project construction so costs for such work should be allocated and costs for CPA Report as outlined on page 29, Item I-3.

### EXAMPLE

4. DEVELOPMENT ITEM	5. UNITS	6. ESTIMATED COST
Tennis Courts	2	\$25,000.00
Tennis Court Lighting	2	\$12,500.00
Picnic Shelter - 20' X 48' pre-fab	1	\$20,000.00
Picnic Shelter construction & Electrical	1	\$ 8,500.00
Playground Equipment	1	\$20,000.00
Playground Surfacing	1	\$ 4,000.00
Playground Installation	1	\$12,000.00
Landscape Architect Design Fee	1	\$10,200.00
CPA Report Costs	1	\$ 1,400.00
<b>TOTAL ESTIMATED COST</b>		<b>\$113,600.00</b>

7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. For example: Year 1, Quarter 1 = \$10,000 engineering fees. Year 1, Quarter 2 = \$0.0 design phase, etc. The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

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## ***BOND FINANCE PROGRAM***

***from the***

***Illinois Finance Authority***

<b>Description:</b>	<p>The Illinois Finance Authority through the “Bond Finance Program” provides low-cost loans to local governments that seek local share financing for approved OSLAD/LWCF projects. However, success in receiving an OSLAD/LWCF grant is not a requirement for participation in the Bond Finance Program. If a local agency is not awarded OSLAD/LWCF funds, the Bond Bank is still available to provide, if feasible, 100% loan financing for the project.</p> <p>Through the Bond Finance Program, the Finance Authority makes loans to local governments at preferred tax-exempt rates and lower up-front costs with flexible repayment terms. Loans are funded through the sale of Illinois Finance Authority bonds.</p>
<b>Eligibility:</b>	<p>All cities, townships, villages, counties, park districts and special purpose districts located outside Cook County AND excluding “home-rule” municipalities.</p>
<b>Procedures:</b>	<p>Local governments borrow funds through the Bond Finance Program on a pooled basis. Pooled financing includes multiple borrowers and takes place regularly in June and December. Applications are accepted and approvals are granted at no cost or obligation throughout the year.</p>
<b>Fee:</b>	<p>Up-front costs range from 1.3% to 1.8% of the amount borrowed for a five (5) year to 30 year term, respectively. Costs may be covered through the borrowing.</p>
<b>Program Contact:</b>	<p>To discuss project financing needs or request additional information and an application packet, contact: Illinois Finance Authority, 427 E. Monroe Street, Suite 202, Springfield, IL 62701; Tele: 217/557-8265.</p>

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## INSTRUCTIONS: DOC-5, Preliminary Relocation Estimate

### (Acquisition Projects Only)

Relocation is defined as the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof, resulting from the non-voluntary acquisition of land for public use. If the project will involve relocation, it is mandatory that the questions on form DOC-5 be completed with sufficient detail to fully explain the scope and preliminary plans of the local agency.

If the project will not involve any relocation, simply insert "N/A" on the appropriate lines and submit.

(PLEASE READ THE FOLLOWING REGARDING PROJECT RELOCATION ASSISTANCE REQUIREMENTS)

### **Background Information**

The federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (PL 91-646, 49 CFR 24)), was enacted by Congress and signed by the President on January 2, 1971. The State of Illinois passed enabling legislation on September 17, 1971, entitled the Displaced Persons Relocation Act (310 ILCS 40 et.seq.).

The federal Act is divided into three parts - Title I, Title II and Title III. Title I, includes definitions of terms. Title II, provides for relocation assistance and payments. Title III, establishes real property acquisition policies.

Title II is the part that outlines a uniform policy for the fair and equitable treatment of persons displaced as a result of land acquisition through state and/or federally-assisted programs. **Provisions of Title II are not applicable if the proposed project land acquisition is considered a "Voluntary Transaction"; meaning the landowner freely offered the property for sale and the project sponsor (government agency) will not acquire the property in the event negotiations fail to result in an amicable purchase agreement (ie., eminent domain will not be pursued).**

Title II establishes various benefits to be provided displaced individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof as a result of state and/or federally assisted land acquisition. These benefits include: moving and related expenses; replacement housing for homeowners; replacement housing for tenants; and most importantly, relocation advisory assistance and information services for all displacees.

All public agencies utilizing state and/or federal funds for the non-voluntary acquisition of land are required by the Act to provide a relocation advisory assistance program whenever the project requires the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations and/or personal property, thereof. The program shall include, but is not limited to, the following services:

1. Determination of displaces' need(s) for relocation assistance. If displacement involves personal property only, an itemized inventory of property to be moved is required;
2. Current and continuing information regarding adequate replacement sites;
3. Assurance that, prior to displacement, adequate replacement dwelling units will be available for all displaced individuals and families which are within their financial means;
4. Assisting displaced businesses, farm operations, or not-for-profit organizations in obtaining and becoming established in a suitable replacement location;
5. Supplying information concerning State or federal agencies offering programs that would be of assistance to displaced persons;
6. Providing other advisory services to displaced persons in order to minimize their hardships in adjusting to a new location.

### The Relocation Program Must be Initiated Prior to Acquisition

The Relocation Program must be structured in an orderly and logical sequence of reports, assurances and activities that are required and/or desired on each project where a displacement may occur, beginning with conceptual planning and ending with the relocation of the last person or business on the project. The ramifications of the relocation function must receive major considerations throughout implementation of the project.

### Responsibility Assigned on Project Basis

Each OSLAD/LWCF project, where qualifying displacement will occur, must have assigned to it one or more individuals whose primary responsibility is to provide relocation assistance to the affected parties. The local project sponsor may contract with any qualified individual, firm, association or corporation for services in connection with the administration and implementation of relocation assistance programs. **The local project sponsor shall provide adequate assurance to the DNR at the time of final project billing that appropriate relocation assistance was provided in accordance with PL 91-646 and/or the State Displaced Persons Relocation Act for any qualifying OSLAD/LWCF acquisition.**

If there are any questions regarding the necessity for relocation, please contact the DNR, Division of Grant Administration staff for assistance (Tele: 217/782-7481).

## **INSTRUCTIONS: DOC-6, Assurance of Compliance**

### **(Acquisition Projects Only)**

1. **(Applicant Recipient)**, enter the legal name of the local project sponsor (applicant)
2. **Signature** must be an original by the chief elected official of the local project sponsor (applicant)

## **INSTRUCTION: FORM DI-1954, Certification Regarding Federal Debarment**

### **(Acquisition Projects Only)**

1. Self-Explanatory.

**Signature** must be original by chief elected official of the local project sponsor (applicant)

## INSTRUCTIONS: Attachment A-1, Narrative Statement

1. Type in upper right corner of the Narrative Statement:

- A. Attachment A-1 Narrative Statement
- B. (Local agency's name)
- C. (Project Title)

\*\* Please note, whether completing this form on-line or by hard copy, you may **not** enter "see attached" and then attach an additional page with text. You should follow the outline below. Any deviation from this outline will be considered a deficiency when the application is received and the form will have to be resubmitted.

2. The Narrative Statement should address the following considerations:

- A. **Objectives and Need for Assistance.** Present a clear and concise description of the project. State its primary objectives and explain the need for assistance. Any relevant data based on planning studies should be included or footnoted. If development includes rehabilitation of existing facilities, indicate the age of each.
- B. **Results / Benefits Expected.** Explain the results/benefits to be derived (how the public will benefit). Indicate who will use the facility and how it will be used. The "service area" (neighborhood or community) most directly served by the project should be discussed in terms of: social/economic make-up; population density; and whether the area is newly emergent or established. If the project is located in an area having more than 50% minority population this should be specifically noted and documented by census data. (Minorities are defined as non-whites and persons of Hispanic origin.)

**NOTE: Swimming Facility Justification Addendum. All projects involving renovation or new construction of a swimming facility/pool must provide as part of the project "Narrative Statement" the supplemental information outlined in the "Swimming Facility Justification Addendum" checklist shown on page 53.**

- C. **Approach.** Outline the plan of action for accomplishing the proposed project and how it will be financed. **For acquisition projects,** prepare an acquisition schedule for each parcel included in the project area. Also, provide a future development schedule for the site once it is acquired.

**For development projects,** identify any factors that might accelerate or delay construction. Describe any extraordinary community involvement by listing all organizations and key individuals that will work on the project along with a short description about the nature of their effort or contribution.

If force account labor (local agency's employees) and/or donated labor and material is expected to be used to accomplish the project, please describe the nature and extent of such work and/or donations.

- D. **Geographic Location.** Provide a brief description of the geographic location of the project (do not use legal description). Also, provide a map to indicate this location and the area it will serve. If applicable, plot competing facilities on the same map.
- E. **Previous Assistance.** Indicate any previous project assistance from LWCF, OSLA/OSLAD or other state/federal grants that affect this project. List project number(s), project title(s) and grant amount(s). If no previous assistance has been received, enter: No Previous Assistance.
- F. **Combination Projects.** If the property being donated is not the site described in the application, but actually at another location, provide information on how the donated site will be developed in the future. All property acquired through donation must be maintained as public open space in perpetuity.

## INSTRUCTIONS: Attachment A-1 a , Narrative Statement Addendum

### SWIMMING FACILITY PROJECT JUSTIFICATION ADDENDUM

[ attach as addendum to project "Narrative Statement" (Attachment A-1) ]

1. Type in upper right hand corner:
  - a. Attachment A-1(a): Narrative Statement  
"Swimming Facility Project Justification Addendum"
  - b. (Local Agency name)
  - c. (Project Title)
2. All items listed below MUST be addressed for projects involving renovation or new construction of a swimming facility/pool. Initial each box, as applicable, to verify item has been addressed.

### RENOVATION PROJECTS

(Renovation projects are restricted to pools/facilities 15 years old or more)

- [ ] facility's original construction date (and prior major renovation dates, if applicable)
- [ ] facility's construction material (existing and proposed)
- [ ] maintenance impacts due to facility location (e.g., subsidence, unstable soils, flood plain, etc.)
- [ ] operation/maintenance costs for past 7 years (detailed)
- [ ] revenue for past 7 years and existing as well as proposed fee structure.
- [ ] service days/year and attendance/year for past 5 years
- [ ] service area population
- [ ] IL Public Health Dept. reports pursuant to "IL Recreation Area Licensing Act")
- [ ] Engineering (Feasibility) Studies including a comparison of renovation v.s. new facility construction

***(If project scope is less than total renovation (i.e., filtration system, plumbing, pool basin or decking component only, etc.), the feasibility study must address life expectancy of components not being renovated)***

### NEW SWIMMING FACILITY CONSTRUCTION

- [ ] service area population
  - [ ] other public & private swimming facilities in jurisdiction and/or service area
  - [ ] facility construction type (material)
  - [ ] Engineering (feasibility) Studies
  - [ ] location factors (e.g., topography, water table, flood plain, soil suitability, area undermining)
  - [ ] fee structure, anticipated annual revenue and expected service days/year
3. Provide resume of project engineer specific to swimming pool facility experience, especially within past 5 years.
  4. Indicate experience and training level of the swimming pool operator for the local project sponsor AND specify whether that person has attained either State or national "certification" as a swimming pool operator.

### INSTRUCTIONS: Attachment A-2, Location Map

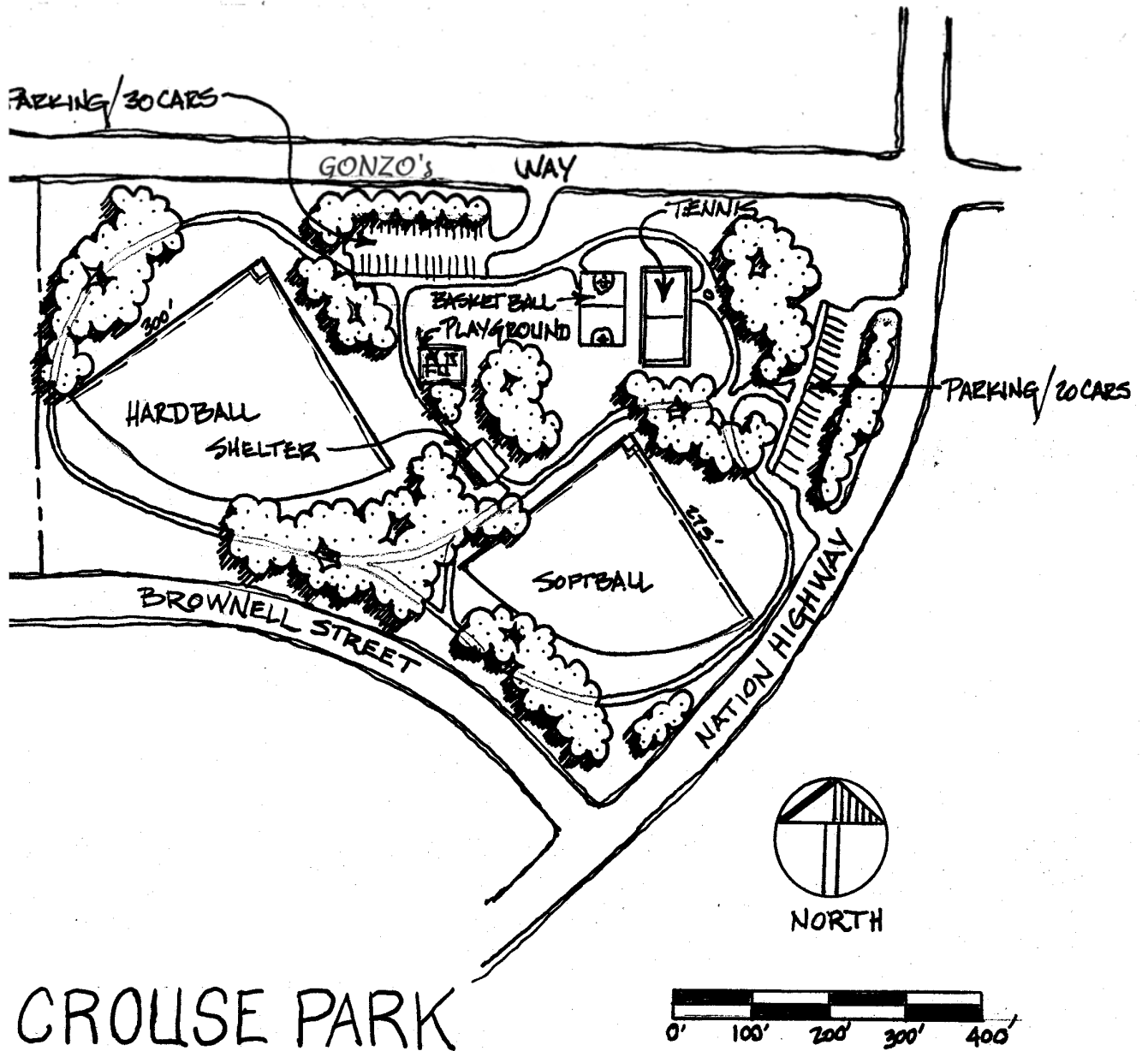
1. Type in upper right corner of map:
  - A. Attachment A-2 Location Map
  - B. (Local agency's name)
  - C. (Project Title)
2. Submit a street or county highway map of the area which clearly delineates the project location and boundaries. This map will be used by DNR staff to locate the project area. Please ensure the street/road names on the map are legible.

### INSTRUCTIONS: Attachment A-3, Site Development Plan

(See example on page 56)

1. Type in upper right corner of illustration:
  - A. Attachment A-3 Development Plan
  - B. (Local agency's name)
  - C. (Project Title)
2. Submit a development plan (should be 8 ½" x 11") which indicates the following:
  - A. All **proposed** development in the scope of the project.
  - B. **Existing** facilities at the site to be retained.
  - C. **Future** development at the site, including any indoor buildings (senior centers, community centers, indoor water parks, etc.).
  - D. Graphic scale and north arrow.
3. If the primary project use will be a natural area or retention of natural features, a detailed narrative noting the ways in which the public will be assured of outdoor recreation opportunities must be prepared (i.e. interpretive programs, hiking-bicycle trails, etc.) Also a site plan is required noting all proposed access and parking areas, if any.

NOTE: The development plan submitted with the application is the "plan of record" for the project and considered a static document. Design it carefully. All proposed project development must be completed or grant program compliance violations and/or grant disqualification may occur. The DNR must be contacted if there is any change in the development plan.





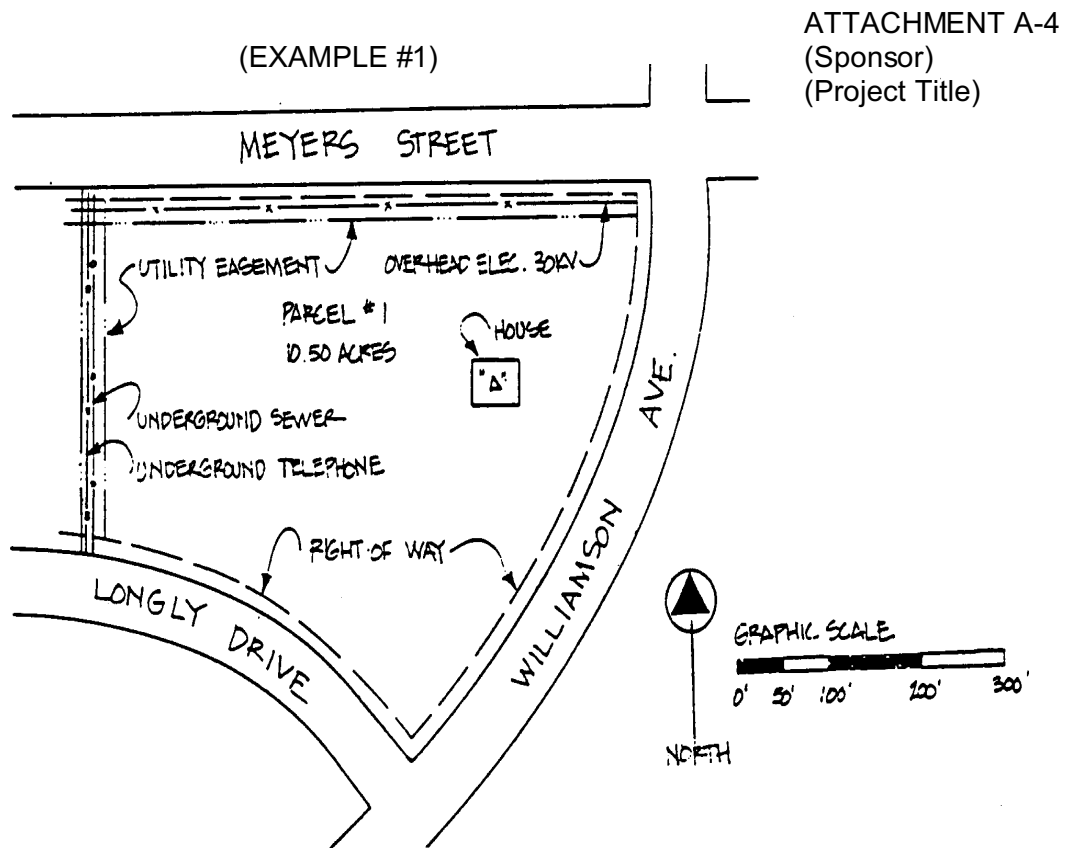
## **INSTRUCTIONS: Attachment A-3a and A-3b, Floor Plan, Elevation and Playground Drawings**

1. Type in upper right corner of illustration:
  - A. Attachment A-3a Elevation/Floor Plans
  - B. (Local agency's name)
  - C. (Project Title)
2. The plans should be 8 ½" x 11", but in no case larger than 11" x 17".
3. Floor plans and elevations must be submitted for all structures proposed in the project, (i.e., restrooms, pavilions, shelters, concession stands, interpretive centers, bath houses, fishing piers, etc.). The design must comply with the standards published in the Illinois Capital Development Board's "Illinois Accessibility Code" (April 1997) AND/OR accessibility guidelines of the "Americans with Disabilities Act" (PL 101-336) whichever is more stringent.
4. Playground drawings must be submitted showing proposed components, playground surfacing and location in park with appropriate routing. The latter should be shown on the site development plan.
5. Plans for outdoor ice skating areas must be submitted showing what type of facility will be constructed.
6. Plans for a canoe launch area must show accessibility considerations.

## INSTRUCTIONS: Attachment A-4, Premise Plat Map

(See examples on page 58 & 59)

1. Type in upper right corner of map:
  - A. Attachment A-4 Premise Plat Map
  - B. (Local agency's name)
  - C. (Project Title)
2. Submit a plat map (should be 8 ½" x 11") that indicates the following:
  - A. Exterior boundaries and dimension of each parcel to be acquired or developed.
  - B. Adjacent land uses, both public and private, roads, streets, highways, etc.
  - C. All utility lines (capacity noted), easements, and rights-of-way. (Refer to title policy to ensure all easements are shown.) If necessary, attach a separate sheet explaining, in detail, the types and duration of easements, and mineral rights if not owned by the local agency.
  - D. All existing structures as coded on DOC-2.
  - E. A graphic scale and a north arrow.
3. Number each parcel with the corresponding numbers assigned on DOC-2 and indicate approximate acreage under each parcel number.



( EXAMPLE # 2 )

PLAT OF SURVEY

DESCRIPTION OF PROPERTY SURVEYED

PARCEL 1

ALL OF OUTLOT 5 IN THE SUBDIVISION OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 36 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN IN LA SALLE COUNTY, ILLINOIS, ACCORDING TO THE PLAT OF SAID SUBDIVISION RECORDED IN PLAT BOOK F AT PAGE 14, EXCEPTING THEREFROM THE WEST 4 ACRES OF SAID OUTLOT 5 AND ALSO EXCEPTING THEREFROM ALL THAT PORTION OF SAID OUTLOT 5 WHICH LIES NORTH OF THE SOUTH LINE OF OUTLOT 4 OF SAID SUBDIVISION EXTENDED EASTERLY PARALLEL WITH THE SOUTH LINE OF SAID OUTLOT 5 TO THE PUBLIC HIGHWAY, AND ALSO EXCEPTING ALL THAT PART OF SAID OUTLOT 5 WHICH LIES EAST OF THE WEST LINE EXTENDED NORTHERLY OF LOT 3 IN BLOCK 61 IN WEST'S FIFTH ADDITION TO THE CITY OF MENDOTA

PARCEL 2

THAT PART OF OUTLOT 7 IN THE SUBDIVISION OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 36 NORTH, RANGE 1 EAST OF THE THIRD PRINCIPAL MERIDIAN IN LA SALLE COUNTY, ILLINOIS, LYING NORTH OF THE EXTENSION EASTERLY TO THE HIGHWAY OF THE SOUTH LINE OF LOT 3 IN BLOCK 61 IN WEST'S FIFTH ADDITION TO THE CITY OF MENDOTA

PARCEL 3

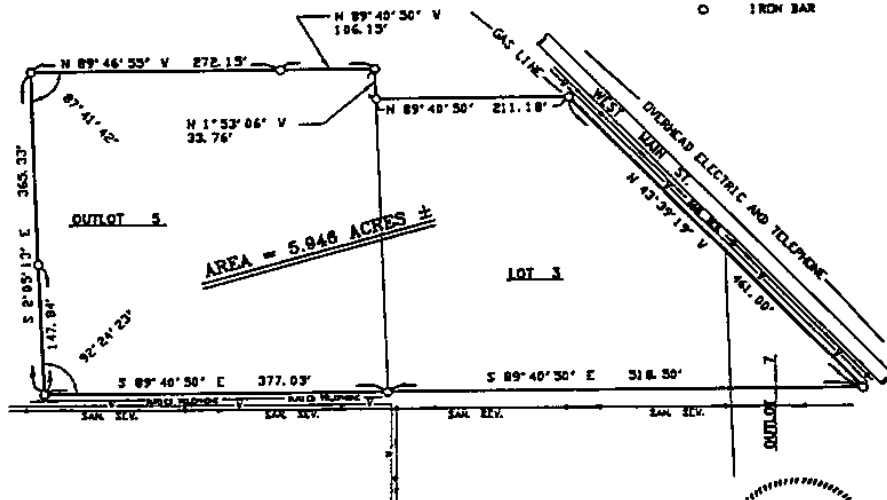
LOT 3 IN BLOCK 61 IN WEST'S FIFTH ADDITION TO THE CITY OF MENDOTA IN LA SALLE COUNTY, ILLINOIS

ALL SITUATED IN THE CITY OF MENDOTA IN LA SALLE COUNTY, ILLINOIS

NO SCALE (SIZED  
DOWN FROM 1"=100')

LEGEND

- SANITARY SEWER
- WATER MAIN
- IRON BAR



SURVEYOR'S CERTIFICATE

I, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT DRAWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY MADE UNDER MY DIRECTION.

DATED THIS 31<sup>st</sup> DAY OF October, 1994.

*Signature*

NOTE: COMPARE ALL POINTS ON GROUND WITH THIS PLAT AND REPORT ANY DIFFERENCES TO THE SURVEYOR PRIOR TO CONSTRUCTION.



JOB NO. 290683L

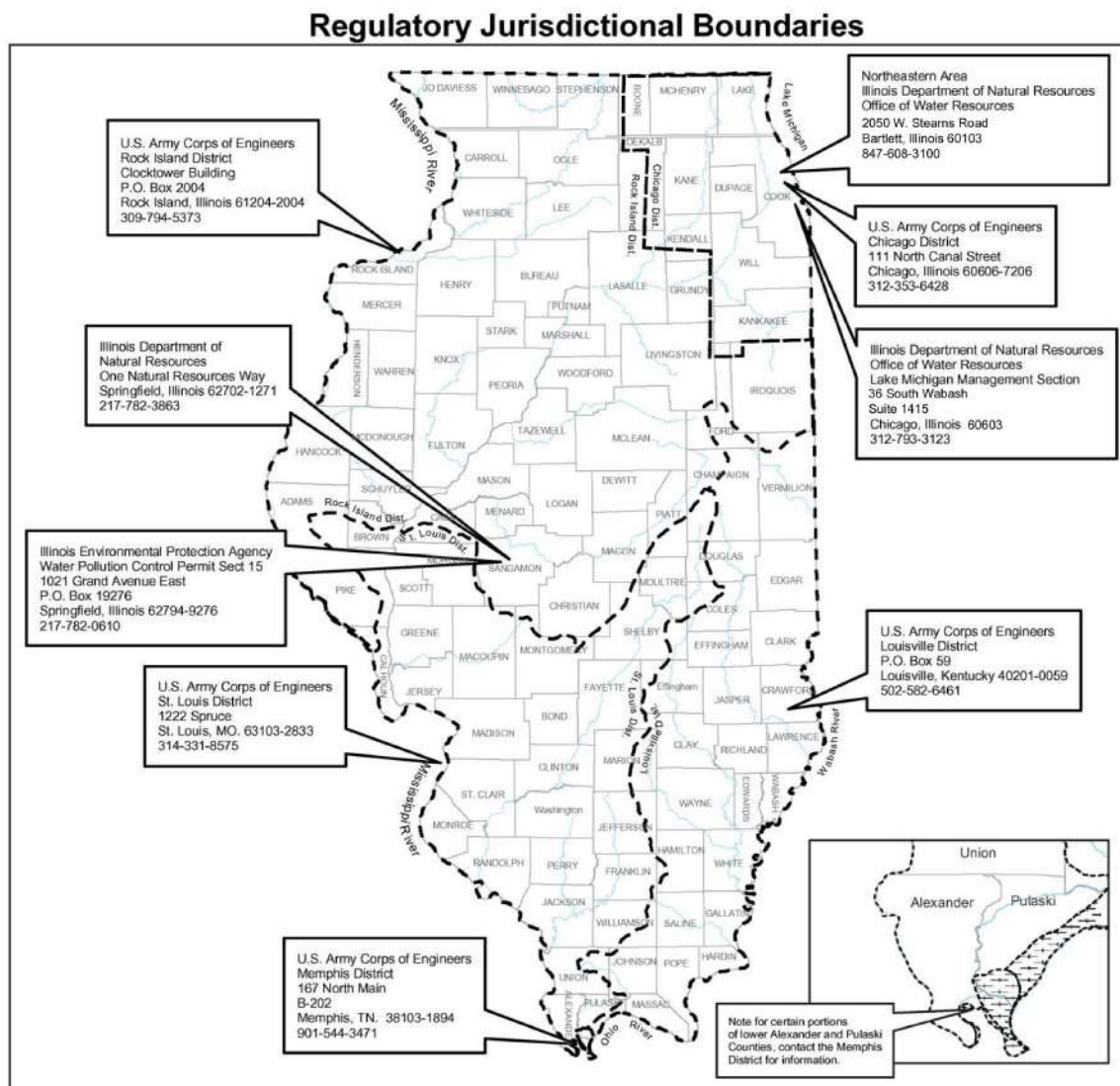
## INSTRUCTIONS: Attachment A-5, Environmental Assessment Statement

1. Complete for the project the "Environmental Assessment Statement" (EAS) form located in Section VI as instructed on the form. ACQUISITION PROJECTS are to complete the EAS addressing the impact of the acquisition and planned, future development of the site.

The following should be typed in the upper right hand corner of any pages attached to the EAS (e.g. 1 page site description, added comment pages, etc.):

**Attachment A-5**  
**Environmental Assessment Statement**  
**(Local agency's name)**  
**(Project Title)**

2. If the project involves any alteration of water resources (lake, stream, drainage way, wetlands, etc.) such as dredging, filling, channel improvements, impoundments, bridges, etc., both the U.S. Army Corps of Engineers (COE) and Illinois DNR, Division of Water Resources must be contacted to determine whether a permit is required (see map below for appropriate jurisdiction and offices). A copy of the permit(s) or letter(s) stating a permit is not required, should accompany the project application to DNR Grants Division.



## **INSTRUCTIONS: Attachment A-6 Commitment for Title Insurance, Deed or Lease Agreement**

Acquisition Projects - Attach a copy of the Commitment for Title Insurance for each parcel to be acquired. Be advised, however, that Title Insurance is required at the completion of an approved acquisition project.

NOTE: For projects involving acquisition of property for existing park expansion, the local project sponsor must provide adequate proof of ownership (copy of deed, etc.) for the existing park site. (see "Development Projects" below for required documentation)

Development Projects - Attach a copy of the deed(s) for the property being developed and **HIGHLIGHT** the existence of any easements/encumbrances, etc. on the property that may affect/impact recreational use of the site in any manner. The deed(s) must, at a minimum, encompass the park area delineated on the project Plat Map (Attachment A-4) submitted with the grant application. **If the deed is less than "Warranty" or "Trustee", title insurance or an attorney's Opinion of Title is also required.**

NOTE: An Attorney's Opinion of Title may be submitted in lieu of the deed(s) if such documentation is voluminous AND the opinion lists and describes any easements, rights-of-way, liens or other encumbrances on the property.

If property to be developed is leased by the local project sponsor, a copy of the lease must be submitted. The lease cannot be revokable at will by the lessor and must include safeguards to ensure that the site is available for public outdoor recreation use for the time period specified by OSLAD requirements (see page 35). If the lease does not contain such "public use safeguards", the applicant must provide assurance in the form of a duly adopted resolution that comparable replacement land in accordance with OSLAD regulations will be provided should the lease be terminated and the project site converted to non-public outdoor recreation use.

**NOTE: If project has multiple parcels, code each parcel to correspond with the respective Deed, Title Commitment, Lease, etc.**

Combination Projects - Attach a copy of the Commitment for Title Insurance for each parcel to be donated. Meeting this requirement shows good faith efforts and intentions by the local sponsor. Please note, Title Insurance and a recorded Deed (preferably warranty) for the donated property is required when the project is complete.

## **INSTRUCTIONS: Attachment A-7, Flood Map**

Attach a copy of the FEMA Flood Map with the project boundaries delineated.

Contact the Flood Map Distribution Center, FEMA, 6730 Santa Barbara Court, Elkridge, Maryland 21075, (800/358-9616), to request a copy of the map. Cost of a map is \$4 plus shipping costs. Web site address for the FEMA map center is <http://msc.fema.gov>

## **INSTRUCTIONS: Attachment A-8, Project Justification by Local Plan**

Please reference and submit appropriate pages, as well as the front cover/title page from a local Outdoor Recreation/Open Space Plan, Community Comprehensive Plan, Capital Development Plan, etc. that shows the proposed project is justified and consistent with priorities outlined in such plan(s). Be sure the date of the plan(s) is indicated on the material submitted.

**DO NOT SUBMIT THE ENTIRE PLAN(S).**

If a public hearing/meeting was held to solicit public input, submit a copy of the advertisement notice, sign-in sheet(s), and any relevant minutes or notes. This also pertains to a regular board meeting that listed the project proposal as a discussion item before or after the regular board's agenda.

Also, provide documentation from the plan(s) or other sources that describes or verifies the level of public input/involvement in the preparation of the plan(s) AND/OR the application project proposal.

NOTE: If local applicant has adopted a specific recreation acreage standard or goal, please submit appropriate reference from planning document(s) indicating the adopted standard or goal. (See page 17 of this manual for reference on how supply of existing open space & park acreage is used by the DNR in the project evaluation process.

## **INSTRUCTIONS: Attachment A-9, Appraiser Qualifications**

### **(Acquisition and Donation Projects only)**

Provide the credentials/qualifications of at least two independent fee appraisers for review and approval by the DNR.

The credentials must include, at a minimum, a history of the individual appraiser's education, **state license number (#553 preferred)** and experience in appraisal work including a listing of the appraiser's clientele.

DNR approval on local appraisers must be obtained for each OSLAD/LWCF project in the manner described above, even though similar approval may have been received on previous projects.

## **SECTION VI**

### **OSLAD / LWCF APPLICATION FORMS**

NOTE: Make copies of the blank application forms in this section for use as work copies in preparing the application.

**DO NOT bind the application being submitted to the DNR with a permanent binding**  
(e.g., spiral or glue binding)      *(Use of a three-ring binder is recommended)*

## OSLAD APPLICATION CHECKLIST

This checklist **MUST BE** completed and attached to the front of the application when submitted to IDNR for consideration. (Initial each item, as appropriate, to signify it is contained within the application.)

**NOTE: Only one (1) copy of the full application, containing original signatures, is required. *Applications will not be returned.***

PROJECT SPONSOR: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TYPE OF PROJECT:    ☐   ☐   Acquisition  
                                 ☐   ☐   Development  
                                 ☐   ☐   Combination (Dev. project with land donation)

Project discussed with DNR grants staff prior to application submittal:      YES ☐   ☐   NO ☐   ☐

IDNR Grant Administrator's name: \_\_\_\_\_ Date discussed: \_\_\_\_\_

<u>FORM / ATTACHMENT</u>	<u>TITLE</u>
<input type="checkbox"/> DOC-1	GENERAL PROJECT DATA <input type="checkbox"/> Map showing location of ALL existing parkland within jurisdiction (reference 15a) <input type="checkbox"/> Park information matrix attached to map
<input type="checkbox"/> DOC-2	ACQUISITION DATA      (Acquisition & Combination Projects only)
<input type="checkbox"/> DOC-2A	ACQUISITION HISTORY & CERTIFICATION (Development Projects only) <b>(Original signature)</b>
<input type="checkbox"/> DOC-3	RESOLUTION OF AUTHORIZATION <b>(Original signature)</b>
<input type="checkbox"/> DOC-4	DEVELOPMENT DATA
<input type="checkbox"/> DOC-5	PRELIMINARY RELOCATION PLAN      (Acquisition Projects only)
<input type="checkbox"/> DOC-6      (federal)	ASSURANCE OF COMPLIANCE      (Acquisition Projects only)
<input type="checkbox"/> Form DI 1954	CERTIFICATION REGARDING FEDERAL DEBARMENT      (Acquisition Projects only)
<input type="checkbox"/> ATTACHMENT A-1	NARRATIVE STATEMENT
<input type="checkbox"/> ATTACHMENT A-1a	SWIMMING FACILITY JUSTIFICATION ADDENDUM (if applicable)
<input type="checkbox"/> ATTACHMENT A-2	LOCATION MAP <sup>(*)</sup>
<input type="checkbox"/> ATTACHMENT A-3	SITE DEVELOPMENT PLAN <sup>(*)</sup>
<input type="checkbox"/> ATTACHMENT A-3a	PRELIMINARY FLOOR PLANS & ELEVATION DRAWINGS    (Development Projects only)
<input type="checkbox"/> ATTACHMENT A-3b	PLAYGROUND PLANS (Development Projects only)
<input type="checkbox"/> ATTACHMENT A-4	PREMISE PLAT MAP for project site <sup>(*)</sup>
<input type="checkbox"/> ATTACHMENT A-5	ENVIRONMENTAL ASSESSMENT STATEMENT <input type="checkbox"/> IL Dept. of Agriculture Prime Farmland Sign-Off (if applicable, acquisition only) <input type="checkbox"/> Cultural Resources, Endangered Species & Wetlands Review Sign-Off <b><u>(3 copies required)</u></b>
<input type="checkbox"/> ATTACHMENT A-6	COMMITMENT FOR TITLE INSURANCE, DEED, LEASE
<input type="checkbox"/> ATTACHMENT A-7	COPY OF FEMA FLOOD MAP FOR PROJECT AREA
<input type="checkbox"/> ATTACHMENT A-8	RELEVANT EXCERPTS FROM LOCAL MASTER PLAN TO JUSTIFY PROJECT <i>(Provide summary of how public involvement was solicited, public mtg notification, minutes, etc.)</i>
<input type="checkbox"/> ATTACHMENT A-9	APPRAISER QUALIFICATIONS (Acquisition Projects only)

<sup>(\*)</sup>      **MUST be drawn to scale and contain a north arrow.**





Project Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

**13. SOURCE(S) OF LOCAL MATCHING FUNDS:**

\_\_\_\_\_ General Funds                      \_\_\_\_\_ Donations (*specify*) \_\_\_\_\_  
\_\_\_\_\_ Non-Referendum Bonds                      \_\_\_\_\_ Other (*specify*) \_\_\_\_\_  
\_\_\_\_\_ Referendum Bonds (*indicate status or referendum date*) \_\_\_\_\_

**Note: See information on page 50 regarding Bond Finance Program and possible low cost loans to help finance the proposed project.**

(Read instructions on page 45 before completing)

**14a. TOTAL PUBLIC PARK / OPEN SPACE ACREAGE AVAILABLE WITHIN APPLICANT=S JURISDICTIONAL BOUNDARIES:** \_\_\_\_\_ \* acres  
**14b. AMOUNT OF PUBLIC PARKLAND / OPEN SPACE ACREAGE SHOWN IN 15a THAT IS OWNED and/or LEASED BY APPLICANT:** \_\_\_\_\_ acres owned \_\_\_\_\_ acres leased

\* NOTE: Attach legible map showing location of ALL public parkland within applicant's jurisdictional boundaries. This includes any other local unit of government's park sites within your boundary. For each park site, indicate name, size, rec. facilities available, and whether utilized as "community" "neighborhood" or other type classification park.

**15. IF APPLICABLE, INDICATE SPECIFIC GOAL or STANDARD ADOPTED BY APPLICANT FOR AMOUNT OF LOCAL OPEN SPACE / PARK ACRES per 1000 POPULATION WITHIN JURISDICTION.**

\_\_\_\_\_ acres/1000 population \*  
\* Must submit page(s) from local plan or ordinance to substantiate the stated goal or standard.

**16. EXISTING SUPPLY OF PROPOSED PROJECT FACILITIES:**

For each major recreation facility planned for development IN THE PROPOSED PROJECT (see listing below) show existing supply/quantities of such facilities currently available for public use within the jurisdictional boundaries of the project sponsor.

	(existing # w/in jurisdiction)		(existing # w/in jurisdiction)
<b><u>CAMPING &amp; PICNIC FACILITIES</u></b>		<b><u>TRAILS</u></b> (# of miles to nearest 1/10 mi.)	
Picnic Shelters	_____	Hiking/Walking/multi-use	_____
Tent Camp Sites (primitive)	_____	Nature/Interpretive	_____
Trailer/Camper Sites	_____		
<b><u>SPORTS FIELDS &amp; PLAY AREAS</u></b>		<b><u>WATER FACILITIES</u></b>	
Baseball fields	_____	Spraygrounds	_____
Softball Fields	_____	Swimming Pool	_____
Soccer Fields	_____	Swimming Beach (_____) _____	
Football fields	_____	(#) and L.F. of waterfront	
Lacrosse or Cricket Fields	_____		
Tennis Courts	_____	Boat Launch ramps	_____
Basketball Courts	_____	Fishing Piers	_____
Volleyball Courts	_____		
Running Track	_____	<b><u>WINTER RECREATION FACILITIES</u></b>	
Playgrounds	_____	Ice Rink	_____
In-line skating rinks / courts	_____	Other: _____	_____
Skate Parks	_____		
<b><u>GOLF COURSES</u></b> (# of holes)	_____	<b><u>OTHER</u></b>	
Frisbee Golf	_____	Dog Parks	_____
<b><u>INTERPRETIVE CENTERS</u></b>	_____	Fitness Stations (#)	_____
		Amphitheater/Bandshell	_____

**17. LIST ANY OTHER STATE OR FEDERAL GRANT FUNDS INVOLVED IN THE PROPOSED PROJECT, PREVIOUS OR ANTICIPATED:** (List applicable project numbers and status)

IF NONE, CHECK BOX [ ☐ ]

**18. CURRENT "EQUALIZED ASSESSED VALUATION" TOTAL FOR LOCAL SPONSOR JURISDICTION:**  
\$ \_\_\_\_\_

**19. Applicant=s Annual Operating Budget**  
\$ \_\_\_\_\_

**1. PROJECT SPONSOR:** \_\_\_\_\_

**2. PROJECT TITLE:** \_\_\_\_\_

**3. SUMMARY OF EXISTING SITE IMPROVEMENTS (see instructions on page 47 for details.)**  
**If None, Check Here** ☐

**4. ACQUISITION SCHEDULE:**

CODE *	PARCEL #	ACREAGE	ESTIMATED LAND COST	RELOCATION COSTS
TOTALS		0.00	\$0.00	\$0.00

\* CODE: A) Anticipate Negotiated Purchase  
(willing seller)

B) Possible Condemnation  
(may be unwilling seller)

C) Donation (see page 47 note)

**5. ACQUISITION STATUS**

	YES	NO
A. All or part of the project site is in Condemnation (If yes, submit copy of petition to condemn)	<input type="checkbox"/>	<input type="checkbox"/>
B. All or part of the project site is covered in a Purchase Contract (If yes, submit copy of contract)	<input type="checkbox"/>	<input type="checkbox"/>
C. All or part of the project site is covered in an Option Agreement (If yes, submit copy of Option)	<input type="checkbox"/>	<input type="checkbox"/>
D. All or part of the project site is covered in a Lease Agreement (If yes, attach copy of lease)	<input type="checkbox"/>	<input type="checkbox"/>
E. All or part of the project site is covered by any form of agreement other than those noted above that commits local project sponsor to acquire property. (If yes, submit copy of agreement)	<input type="checkbox"/>	<input type="checkbox"/>

**6. Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.**

	Latitude	Longitude
GPS Coordinates (Deg./Min./Sec./Dir.)	_____	_____

**ACQUISITION HISTORY and CERTIFICATION**  
(see instructions on [page 48](#))

**ACQUISITION HISTORY:**

Parcel #	Date Acquired	Purchase Price	Acquisition Method (see code)	(CODE)
				a) Negotiated Purchase b) Condemnation c) Donation

**ACQUISITION CERTIFICATION:**

I, \_\_\_\_\_, \_\_\_\_\_ of the  
(name) (title)  
\_\_\_\_\_, do hereby certify, to the best of my knowledge and under  
(local agency)  
penalty for willful misstatement, that the property for which this development grant assistance is being sought was either  
1) acquired in general compliance with P.L. 91-646 (Uniform Relocation Assistance and Real Property Acquisition  
Policies Act of 1970) or the state's Displaced Persons Relocation Act (310 ILCS 40 et. seq.), 2) acquired prior to  
January 2, 1971, OR 3) at the time of its acquisition, no planning had been initiated or contemplated by this local agency  
to obtain State OSLAD development grant assistance.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

1. Project Sponsor: \_\_\_\_\_

2. Project Title: \_\_\_\_\_

The \_\_\_\_\_ hereby certifies and acknowledges that it has the sufficient funds  
(applicant)

necessary (includes cash and value of donated land) to complete the pending OSLAD/LWCF project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years and LWCF is as specified in the project agreement. The last reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves DNR from further payment obligations on the grant.

The \_\_\_\_\_ further acknowledges and certifies that it will comply with all  
(applicant)

terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025) or federal Land & Water Conservation Fund (LWCF) program (17 IL Adm. Code 3030), as applicable, 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD/LWCF assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD/LWCF programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the \_\_\_\_\_ certifies to the best of its  
(local project sponsor)

knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the \_\_\_\_\_  
(local project sponsor)  
at a legal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Authorized Signature)

ATTESTED BY: \_\_\_\_\_

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

NOTE: **Acquisition Projects** - complete items #4 and #6 below as they pertain to future development.

[illegible]

**NOTE:** Donated labor and material are not eligible for reimbursement.

- (✓) Projects approved for OSLAD funding may require the completion of an archaeological reconnaissance survey on the project site. Estimated cost for such a survey may be included in the project budget.

Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. Example: Year 1, Quarter 1 = \$10K (engineering fees). The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

1. PROJECT SPONSOR: \_\_\_\_\_
2. PROJECT TITLE: \_\_\_\_\_
3. NEIGHBORHOOD DESCRIPTION. (Comment on the characteristics of and the means of livelihood for those to be displaced. Comment on property values and types or kinds of improvements.) Attach additional sheet(s) if necessary.
4. APPROXIMATE NUMBER OF INDIVIDUALS TO BE DISPLACED \_\_\_\_\_
5. APPROXIMATE NUMBER OF FAMILIES TO BE DISPLACED \_\_\_\_\_
6. APPROXIMATE NUMBER OF BUSINESSES TO BE DISPLACED \_\_\_\_\_
7. APPROXIMATE NUMBER OF FARM OPERATIONS TO BE DISPLACED \_\_\_\_\_
8. APPROXIMATE NUMBER OF NON-PROFIT ORGANIZATIONS TO BE DISPLACED \_\_\_\_\_

ASSURANCE OF COMPLIANCE

\_\_\_\_\_(hereinafter called "Applicant-Recipient"), HEREBY  
(local agency name)  
AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended, the Age Discrimination Act of 1975 (P.L. 94-135), the Civil Rights Restoration Act of 1988 (P.L. 100-259) and the Americans with Disabilities Act of 1990 (PL 101-336), and all requirements imposed by or pursuant to the U.S. Department of the Interior Regulation (43 CFR 17) issued pursuant to these laws, to the end that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the U.S. Department of the Interior and HEREBY GIVES ASSURANCE THAT IT will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by the U.S. Department of the Interior, this assurance obligates the Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by the U.S. Department of the Interior.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person whose signature appear's below is authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(APPLICANT / RECIPIENT)

BY: \_\_\_\_\_  
(President, Chairman of Board or  
Comparable authorized Official)

\_\_\_\_\_  
APPLICANT/RECIPIENT MAILING ADDRESS

\_\_\_\_\_  
IL

\_\_\_\_\_  
CITY, STATE, ZIP CODE



U.S. DEPARTMENT OF THE INTERIOR

Certification Regarding Federal  
Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

Local Agency Covered Transactions

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VI of the May 26, 1988 Federal Register (pages 19160-19211). For assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington D.C. 20240.

AS CHIEF ELECTED OFFICIAL of the below indicated Illinois local unit of government seeking LWCF financial assistance, I do hereby certify that:

1. The prospective local agency project sponsor (sub-recipient) certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective local agency project sponsor (sub-recipient) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Local Project Sponsor

---

Name and Title of Authorized Representative

---

Signature

---

Date

PROJECT SPONSOR: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

---

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**Instructions:**

1. Attach to this EAS checklist a concise (no more than 1 page) description of the project site including dimensions (size), physical characteristics (pay particular attention to unique features), and existing improvements on the property.
2. For each of the following environmental and social factors, indicate to the best of your knowledge whether the proposed project will have a Beneficial (B), Neutral (N), or Adverse (A) impact or is Not Applicable (NA). Consider both temporary (during construction) and long-term impacts.
3. For Adverse (A) impacts, explain in the Comment Section of this EAS the nature of the impact and whether 1) it can be minimized by mitigation measures OR 2) is unavoidable and cannot be positively addressed/mitigated.

FACTORS	Key to impacts: (Check only 1 box for each factor)	(B) Beneficial,	(N) Neutral,	(A) Adverse	(N/A) Not Applicable
<b>Socio-Economic Factors</b>		<b>Type of Impact</b>			
		<b>B</b>	<b>N</b>	<b>A</b>	<b>n/a</b>
1. Adjacent Land Use (describe: _____)		[ ]	[ ]	[ ]	
2. Disruption of Neighborhood/Community Cohesion		[ ]	[ ]	[ ]	[ ]
3. Impact on churches / cemeteries / schools / healthcare facilities / elderly housing		[ ]	[ ]	[ ]	[ ]
4. Local economic/business impacts		[ ]	[ ]	[ ]	[ ]
5. Displacement / Relocation of residence(s) or business		[ ]	[ ]	[ ]	[ ]
6. Local Tax Base (i.e., property tax loss)		[ ]	[ ]	[ ]	[ ]
7. Land Use Change / Zoning (indicate current zoning classification: _____)		[ ]	[ ]	[ ]	[ ]
<b>8. Agricultural Activities / Prime Farmland Conversion (*)</b>		[ ]	[ ]	[ ]	[ ]
<p>(*) In compliance with the 1982 Illinois Farmland Preservation Act, it is MANDATORY that notification be sent to the IL Dept. of Agriculture (IDOA), Bureau of Land Water Resources, State Fairgrounds, Springfield, IL 62794-9281 (tele: 217/782-6297) regarding <u>all land acquisition projects located outside municipal corporate limits</u> regardless of the land's current use. Application material to be provided includes "copies" of: 1) project location map (attachment A-2) with project boundary <b>clearly</b> delineated, 2) project plat map (attachment A-4) with current zoning and adjacent land uses identified on the map, 3) county soil survey map with the project site boundary delineated (soil maps can be obtained from the County Soil &amp; Water Conservation District office), and 4) completed application Narrative Statement (Attachment A-1). <i>Comments provided by the IDOA to the project sponsor must be submitted to the DNR as part of the project application review process.</i></p> <p>[ ] Project requires IDOA review. Date Sent: _____</p> <p>[ ] Project does not require IDOA review.</p>					

**Physical Resource Factors**

9. Wildlife / Wildlife Habitat:	Game Species	[ ]	[ ]	[ ]	[ ]
	Non-Game Species	[ ]	[ ]	[ ]	[ ]
10. Fisheries		[ ]	[ ]	[ ]	[ ]
11. Soils (erosion, removal, contamination)		[ ]	[ ]	[ ]	[ ]
12. Air Quality		[ ]	[ ]	[ ]	[ ]
13. Noise		[ ]	[ ]	[ ]	[ ]

**Physical Resource Factors (cont.)**

	<u>Type of Impact</u>		n/a
	B	N	A
14. Energy Usage	[ ]	[ ]	[ ]
15. Water Usage	[ ]	[ ]	[ ]
16. Mineral Resources	[ ]	[ ]	[ ]
17. Tree Removal	[ ]	[ ]	[ ]
18. Surface Waters (lakes, streams, drainageways, etc.)	[ ]	[ ]	[ ]
19. Groundwater	[ ]	[ ]	[ ]
20. Floodplains (percent of project area within 100 year floodplain - _____%)	[ ]	[ ]	[ ]
21. <b>Wetlands (*)</b>	[ ]	[ ]	[ ]
22. <b>Threatened and Endangered species (*)</b>	[ ]	[ ]	[ ]
23. <b>Archaeological Resources and Historic Sites/Districts (*)</b>	[ ]	[ ]	[ ]

(\*) See required "Cultural Resource, Endangered Species & Wetlands Review Report" form located at the end of this EAS report that must be completed (with the requested map attachments and photos, if applicable) and attached in duplicate (3 copies) to the EAS as part of the project application submitted to the DNR. *As part of the cultural resource review, an on-site archaeological reconnaissance survey may be required to determine the existence and/or significance of such resources and potential impacts to them. The cost of such a survey is the responsibility of the local applicant and is eligible for grant assistance IF included in the application project budget. You will be notified if such a survey is required.* **PLEASE NOTE that the survey, if required, does not need to be conducted until after DNR grant approval.**

**Other Factors**

24. Public Roadway / Traffic / Public Transit / Railroad Impacts	[ ]	[ ]	[ ]
25. Public Utilities / Transmission Facilities	[ ]	[ ]	[ ]
26. Visual Impacts	[ ]	[ ]	[ ]
27. Hazardous Waste/Materials	[ ]	[ ]	[ ]
28. Consistency with Local Plans (if no, explain)	YES _____	NO _____	
<b>NOTE:</b> Acquisition applicants with projects located within the jurisdiction of an "areawide clearinghouse" planning agency must complete the enclosed Standard Form 424 (application for federal/State assistance - parts 2,5, 6, 7, and 11-18) and submit copy of form along with project maps and narrative statement (attachment A-1) to the appropriate clearinghouse for review & comment. (See back of 424 form for agency locations and addresses.)			
29. Known Project Controversy (if yes, explain)	YES _____	NO _____	
30. Identify any Other Adverse Impact(s) _____			

---

**COMMENT SECTION for "Adverse Impacts"** ( do not generalize or use vague/ambiguous terms in your comments )

---

Describe each adverse impact in an objective and quantified manner and describe specifically HOW MITIGATION will be accomplished to minimize the adverse impact OR which impacts are unavoidable and cannot be positively addressed through mitigation measures. BE CONCISE.

<u>Factor #</u>	<u>Comment</u>
-----------------	----------------

COMMENTS SECTION cont.

Factor #                      Comment

(Attach additional pages if necessary)

PROJECT PERMIT REQUIREMENTS:	Section 10 Navigational Permits (COE)	YES [   ]	NO [   ]
	Section 404 Permit (COE)	YES [   ]	NO [   ]
	Illinois Rivers, Lakes & Streams Permit (IL DNR)	YES [   ]	NO [   ]
	NPDES Permit (US/IL EPA)	YES [   ]	NO [   ]

PERSON RESPONSIBLE FOR PREPARING THIS DOCUMENT:

_____	_____
name & title (printed or typed)	Agency
_____	_____
signature	date

Attach list (bibliography) of persons, agencies, references, etc. consulted in preparing this Environmental Assessment Statement.

**CULTURAL RESOURCES, ENDANGERED SPECIES & WETLANDS REVIEW REPORT**

Project Sponsor: \_\_\_\_\_  
Project Title/Site Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_

Indicate Grant Program Type  
\_\_\_\_ Line Item  
\_\_\_\_ OLT  
\_\_\_\_ OSLAD/LWCF  
\_\_\_\_ Bike  
\_\_\_\_ Boat Access  
\_\_\_\_ Snowmobile  
\_\_\_\_ OHV  
\_\_\_\_ RTP

Check appropriate response: ☐ New Project Application (*not previously reviewed / considered by IDNR*)

☐ Application Resubmittal \*

\* If resubmittal, indicate the year(s) previously submitted: \_\_\_\_\_

Has project proposal changed in scope or design layout from previous submittal(s)? ☐ Yes ☐ No

If this is a development project was the property acquired with DNR funds? ☐ Yes ☐ No

**Project Location:**

County: \_\_\_\_\_

USGS Numeric Location Designation: Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Please attach: 1) project site development plan

2) topographic map

(Note: photocopy *ONLY* that portion of Topo map where project site is located. Copies should be no larger than 11" x 17".)

(Clearly delineate and identify the "project site/park boundary" on the map with a dashed black line)

**Topographic maps may be obtained from:**

Illinois State Geological Society  
Champaign, IL  
(217) 244-2414

Size of Project Site: \_\_\_\_\_ acres

Topographical maps may also be available from local and/or regional planning commissions.

Does the project include tree removal? Yes ☐ No ☐ If yes, anticipated number to be removed? \_\_\_\_\_

**Concise Project Description:** (Also, attach 2 sets of color photos of any existing buildings/structures on project site)

**DEPARTMENT USE ONLY**

Approved \_\_\_\_\_

Approved w/ Restrictions \* \_\_\_\_\_

Comments\* \_\_\_\_\_

Grant Adm. \_\_\_\_\_

Cultural Resources \_\_\_\_\_

T&E Species/ NP/Natural Area/LWR \_\_\_\_\_

Wetlands (Sec 404, see reverse side) \_\_\_\_\_

\* see attached letter/comment

OREP/RR&C/CERP Coordinator

Date \_\_\_\_\_

Signature indicates IDNR CERP sign-off for ONLY the project information included in this submittal. Any changes must be resubmitted for review.

3 COPIES OF THIS FORM AND THE SPECIFIED ATTACHMENTS MUST BE SUBMITTED WITH APPLICATION

## OVERVIEW

Pursuant to Section 106 of the "National Historic Preservation Act of 1966", the "Illinois State Agency Historic Resources Preservation Act", the Illinois "Endangered Species Protection Act", and the Illinois "Interagency Wetlands Policy Act (IWPA) of 1989", ALL local agency grant projects must be reviewed for possible environmental and historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews. Information contained on this form is used by the Illinois DNR to complete that review. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and/or necessary additional project review coordination to help ensure compliance with these laws.

### **General comments concerning the CERP review process:**

- 1) The numeric *Township, Range, and Section* location for the project site **MUST BE** provided. (e.g., township 37N, range 14E, Section 7).
- 2) **Project Description:** Provide a concise description of the activities/facilities involved in the development of the project site (i.e., describe the facilities proposed for construction.) **DO NOT** speak in general terms. (e.g., to say that the project will provide the community its first park and has been in the local five year master plan does not convey any information regarding the activities involved.)

**If the project area has been previously disturbed, it is important to document the nature of the disturbance.** *NOTE: Agricultural cultivation, however, is not recognized as a type of disturbance that exempts a project from the possible requirement to conduct an archaeological field survey.* Examples of prior activities that are considered a disturbance include, but should not be limited to: site grading, tree removal, demolition of structures, construction activities, stream or wetland encroachments, filling or raising areas with borrow material, trenching for utilities, etc.

- 3) **CERP Review / Sign off and Initiation of Project Construction.**

In many instances, grant money is awarded for a project without a fully completed CERP review and sign-off (e.g., notice given that archaeological survey required). **Under no circumstances can project construction be initiated without a completed CERP review and sign-off.** This includes any preparation of the site in anticipation of the grant money.

IN ADDITION, activities undertaken by the project sponsor that are not directly funded by the grant **MAY BE LINKED** to the grant and thereby subject to the CERP review. **Linkage** is the concept used to identify those actions that occur (result) because of the grant project. Examples include 1) the removal of a standing structure utilizing local dollars so a new structure can be built utilizing awarded grant money. The removal or demolition of the existing structure is covered under the review process. Similarly, an agency that receives grant money to install a playground but uses its own money to construct a parking lot to service that playground must identify the concurrent activity (installation of the parking lot) as part of the construction description (activity) for review. Both activities are linked regardless of the funding source.

- 4) **35 mm or digital photographs** are required of all standing structures located within the project site area, ( i.e. buildings, shelters, bridges etc.) Pictures must be taken from all four sides of the structures at close range. **Polaroid photographs ARE NOT acceptable.** The structure's date of construction should be noted on the photos along with a concise/clear statement concerning any previous modifications to the structure as well as any proposed impacts that are anticipated.
- 5) CERP review/consultation (sign-off) for Threatened & Endangered Species is valid for two (2) years. If the proposed project is not initiated within this time period, resubmittal is necessary.
- 6) **Relationship of Section 404 of the Clean Water Act and the CERP "wetlands" review/sign-off.**

The Illinois *Interagency Wetlands Policy Act (IWPA)* has many provisions similar to the federal Section 404 program administered by the U.S. Army Corps of Engineers. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance with either law does not ensure compliance with the other. Separate permit / review applications need to be submitted for these programs.**

**IDNR Grant Administration Division**  
**Per IPRA-Park & Natural Resource Management Section's Recommendations**

**USEFUL LIFE CRITERIA**

<u>FACILITY</u>	<u>Expected useful life</u>	<u>Evaluation Criteria – Factor</u>
<u>BB/Softball fields</u>	8-10 years	# Games/week, # Practices/week Grass infields? Maintenance Procedure/Standards Is site used for multiple uses, soccer, and football? Is space used for organized or programmed events? Spectator considerations – bleachers Concession stands
<u>BB/Softball Field Lighting</u>	20 years	Pole Type (wood, steel, concrete) Wiring type (aluminum, copper) HID or incandescent fixtures Existing FC vs. new standards Accepted grounding systems? Panel Capabilities/Technology Electrical Code compliance
<u>Soccer Fields</u>	8-10 years	Usage rating A/B/C/D # games/week, # weeks/year, time of year, age of user
<u>Irrigation system</u>	20 years	Irrigated Y/N Usage # games per week Drainage considerations Maintenance standards/levels Is site used for organized or programmed events? To what extent? Is site used for multiple uses? Softball, BB or football
<u>Tennis Courts</u>		Lighted Y/N (Use BB Criteria)
Resurface	12-15 years	Surface clay, asphalt, other
Total Renovation	20-25 years	Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Location: Water table concerns Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Basket Ball Courts</u>		Same as tennis courts
Resurface	12-15 years	
Total Renovation	20-25 years	
<u>Volleyball Courts</u>		Sand / Grass? Lighted Y/N Borders Bleachers/spectator area

<u>Shuffleboard</u>		Same as tennis courts
Resurface	12-15 years	
Total Renovation	20-25 years	
<u>Picnic Shelters</u>	25 years	Support structures: masonry, steel, wood Roof type: metal, asphalt, shingle, slate, cedar shake Construction type: post & beam, frame Historical value and consideration Preventive maintenance record Is site used for organized or programmed events? To what extent?
<u>Playgrounds</u>	15 years metal 10 years plastic 8 – 12 years wood	Meet Standards? ASTM, CPSC, ADA Daily usage by intended user group Location: school, or Neighborhood Park Surfacing Material Preventive maintenance record Border construction material Location: retention area/water?
<u>Boat Launch Ramps</u>	15-20 years	Construction materials, gravel, concrete Location i.e. Lake Michigan Annual Usage Is facility fee generating? Region
<u>Fishing Piers &amp; Docks</u>	15-20 years	Original construction materials plastic, wood, aluminum Location i.e. Lake Michigan Annual volume/usage Winter removal and storage? Preventive maintenance record
<u>Swimming Pools</u>	25 years	Stand alone site?
Bathhouse	25 years	Heated for winter?
<u>Boathouse</u>	10-15 years	Attached to Community Center Y/N Mechanical room connected? ADA compliance Y/N Local Code compliance? Preventive Maintenance record Location i.e. Lake Michigan
<u>Restrooms</u>	Same as pools	Same as pools
<u>Parking Lots</u>		Gravel, asphalt or concrete
Resurface	10-12 years	Monthly volume and load use
Total Renovation	20-25 years	i.e. delivery trucks or garbage Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Bike Paths</u>	Same as Parking lots	Same as Parking lots
<u>Interpretive Center</u>	Same as Bathhouse	Same as Bathhouse